TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Network Fax Guide

e-STUDIO520/600/720/850

SOFTWARE LICENSE AGREEMENT

INSTALLING OR OTHERWISE USING THIS SOFTWARE PRODUCT CONSTITUTES YOUR ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS (UNLESS A SEPARATE LICENSE IS PROVIDED BY THE SUPPLIER OF APPLICABLE SOFTWARE IN WHICH CASE SUCH SEPARATE LICENSE SHALL APPLY). IF YOU DO NOT ACCEPT THESE TERMS, YOU MAY NOT INSTALL OR USE THIS SOFTWARE, AND YOU MUST PROMPTLY RETURN THE SOFTWARE TO THE LOCATION WHERE YOU OBTAINED IT.

THE SOFTWARE INSTALLED ON THIS PRODUCT INCLUDES NUMEROUS INDIVIDUAL SOFTWARE COMPONENTS, EACH HAVING ITS OWN APPLICABLE END USER LICENSE AGREEMENT ("EULA"). INFORMATION RELATING TO THE EULAS MAY BE FOUND IN AN ELECTRONIC FILE INCLUDED ON THE USER DOCUMENTATION CD-ROM INCLUDED HEREWITH; HOWEVER, ALL SOFTWARE AND DOCUMENTATION DEVELOPED OR CREATED BY OR FOR TOSHIBA TEC CORPORATION ("TTEC") ARE PROPRIETARY PRODUCTS OF TTEC AND ARE PROTECTED BY COPYRIGHT LAWS, INTERNATIONAL TREATY PROVISIONS, AND OTHER APPLICABLE LAWS.

Grant of License
This is a legal agreement between you, the end-user ("You"), and TTEC and its suppliers. This software, fonts (including their typefaces) and related documentation ("Software") is licensed for use with the system CPU on which it was installed ("System") in accordance with the terms contained in this Agreement. This Software is proprietary to TTEC and/or its suppliers.

TTEC and its suppliers disclaim responsibility for the installation and/or use of this Software, and for the results obtained by using this Software. You may use one copy of the Software as installed on a single System, and may not copy the Software for any reason except as necessary to use the Software on a single System. Any copies of the Software shall be subject to the conditions of this Agreement.

You may not, nor cause or permit any third party to, modify, adapt, merge, translate, reverse compile, reverse assemble, or reverse engineer the Software. You may not use the Software, except in accordance with this license. No title to the intellectual property in the Software is transferred to you and full ownership is retained by TTEC or its suppliers. Source code of the Software is not licensed to you. You will be held legally responsible for any copyright infringement, unauthorized transfer, reproduction or use of the Software or its documentation.

Term
This license is effective until terminated by TTEC or upon your failure to comply with any term of this Agreement. Upon termination, you agree to destroy all copies of the Software and its documentation.

You may terminate this license at any time by destroying the Software and its documentation and all copies.

Disclaimer of Warranty
THIS SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. TTEC AND ITS SUPPLIERS DISCLAIM ANY WARRANTY RELATING TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE. IF THE SOFTWARE PROVES DEFECTIVE, YOU (AND NOT TTEC OR ITS SUPPLIERS) SHALL BE RESPONSIBLE FOR THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION. TTEC AND ITS SUPPLIERS DO NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOUR REQUIREMENTS OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE.

ALL INFORMATION CONTAINED HEREIN THAT IS PROVIDED BY TTEC AND ITS AFFILIATES PURSUANT TO A EULA IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED.

Limitation of Liability
IN NO EVENT WILL TTEC OR ITS SUPPLIERS BE LIABLE TO YOU FOR ANY DAMAGES, WHETHER IN CONTRACT, TORT, OR OTHERWISE (EXCEPT PERSONAL INJURY OR DEATH RESULTING FROM NEGLIGENCE ON THE PART OF TTEC OR ITS SUPPLIERS), INCLUDING WITHOUT LIMITATION ANY LOST PROFITS, LOST DATA, LOST SAVINGS OR OTHER INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE, EVEN IF TTEC OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, NOR FOR THIRD PARTY CLAIMS.

U.S. Government Restricted Rights
The Software is provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the U.S. Government is subject to restrictions set forth in subdivision (b) (3) (ii) or (c) (i) (ii) of the Rights in Technical Data and Computer Software Clause set forth in 252.227-7013, or 52.227-19 (c) (2) of the DOD FAR, as appropriate. Contractor/Manufacturer is TOSHIBA TEC Corporation, 6-78, Minami-cho, Mishima-shi, Shizuoka-ken, 411-8520, Japan.

General
You may not sublicense, lease, rent, assign or transfer this license or the Software. Any attempt to sublicense, lease, rent, assign or transfer any of the rights, duties or obligations hereunder is void. You agree that you do not intend to, and will not ship, transmit (directly or indirectly) the Software, including any copies of the Software, or any technical data contained in the Software or its media, or any direct product thereof, to any country or destination prohibited by the United States Government. This license shall be governed by the laws of Japan or, at the election of a Supplier of TTEC concerned with a dispute arising from or relating to this Agreement, the laws of the Country designated from time to time by the relevant Supplier of TTEC. If any provision or portion of this Agreement shall be found to be illegal, invalid or unenforceable, the remaining provisions or portions shall remain in full force and effect.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE AGREEMENT AND THAT YOU UNDERSTAND ITS PROVISIONS. YOU AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT THIS LICENSE AGREEMENT CONTAINS THE COMPLETE AND EXCLUSIVE AGREEMENT BETWEEN YOU AND TTEC AND ITS SUPPLIERS AND SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, OR ANY OTHER COMMUNICATION RELATING TO THE SUBJECT MATTER OF THIS LICENSE AGREEMENT.

TOSHIBA TEC Corporation, 6-78, Minami-cho, Mishima-shi, Shizuoka-ken, 411-8520, Japan.

TRADEMARKS AND COPYRIGHT

Trademarks

- The official name of Windows 98 is Microsoft Windows 98 Operating System.
- The official name of Windows Me is Microsoft Windows Me Operating System.
- The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Apple, AppleTalk, Macintosh, Mac, TrueType, and LaserWriter are trademarks of Apple Computer Inc. in the US and other countries.
- Postscript is a trademark of Adobe Systems Incorporated.
- Netscape is a trademark of Netscape Communications Corporation.
- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare, and NDS are trademarks of Novell, Inc.
- Other company names and product names in this manual are the trademarks of their respective companies.

Copyright

© 2005 TOSHIBA TEC CORPORATION All rights reserved
Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of TTEC. No patent liability is assumed, however, with respect to the use of the information contained herein.

Preface

Thank you for purchasing e-STUDIO850 Series Multifunctional Digital Systems. This Network Fax Guide explains instructions on how to use the N/W-Fax driver and Address Book Viewer. Read this guide before operating the network fax features for the e-STUDIO850 Series from client computers. Keep this guide within easy reach, and use it to configure an environment that makes best of the e-STUDIO's functions.

About This Guide

The Network Fax Guide provides detailed instructions for installing, setting up and using optional Network Fax Feature for the e-STUDIO850 Series. With this option installed, you can perform the following functions:

- Fax electronic documents from your workstation.
- Use the N/W-Fax driver installed on your workstation to manage faxes: select recipients and send electronic documents from your desktop.
- Use the Address Book Viewer installed on your workstation to manage recipient information.

Conventions

- The term "this equipment" in this manual refers to the e-STUDIO850 Series.
- The term "e-Filing" in this manual is an abbreviation of "electronic filing".

About Other Manuals

Other guides are included in the User Documentation CD-ROM provided with this system:

Printing Guide—explains how to install user software for the printer functions, including how to set up and manage print jobs from Microsoft Windows, Apple Mac OS, and UNIX computers.

Scanning Guide—explains how to scan operation such as Scan to e-Filing, Scan to File, and Scan to E-mail.

TopAccess Guide—explains how to set up and manage network functions using the TopAccess user functions — such as network job management and template registration — from client computers via a network.

Network Administration Guide— explains the basic configuration and administration of the equipment in supported platform and network environments. It also includes guidelines for setting up network servers to provide various network services.

e-Filing Guide—explains how to operate the e-Filing features by using the TWAIN driver, File Downloader and e-Filing web utility.

Network Fax Guide—explains how to use the network fax features that enable users to operate fax and internet fax sending from a client computer via network.

Table of Contents

SOFTWARE LICENSE AGREEMENT 2
TRADEMARKS AND COPYRIGHT 4
Preface 5
About This Guide 5
Conventions 5
About Other Manuals 5
Table of Contents 7

1. Overview 9
Features and Functions 10
Functional Highlights 10
Software Components 10

2. Installing Client Software 11
Installing Network Fax Software 12
Overview 12
Before Installing Client Software 12
When Address Book Viewer Has Been Installed 12
Installing the N/W-Fax Driver and Address Book Viewer 12
Installing from Client2 CD-ROM 13
Using the Discovery Functions to Specify the SMB Port 17
Installing from TopAccess 22
Uninstalling the N/W-Fax Driver and Address Book Viewer 24
When Installed Using the Installer 24
When Installed Using Add Printer Wizard 28

3. Faxing from Client Computers 31
Faxing from Applications 32
How to Fax using the N/W-Fax Driver 32
Preparing Documents for Faxing 32
Faxing from Windows Applications 32
Setting up the N/W-Fax Options 34
Setting up the Send Properties 35
Specifying Recipients 36
Setting up the Cover Sheet Properties 42
Setting up the Sender Information Properties 43
Displaying the Version Information 43
Sending with Extended Fax Functionality 43
Saving a Fax as File 43
Delayed Transmission 44
Sending with a Cover Sheet 45
Managing Faxes 47
Managing Fax Jobs using TopAccessDocMon 47
Managing Fax Jobs using TopAccess 48

4. Managing Address Book 51
Running Address Book Viewer 52
Running the Address Book Viewer 52
Access Using Program Group 52
Access Using Print Properties 52
Selecting Contacts for N/W-Fax 53
About Address Book Viewer Interface 54
Using Commands 55

Menu Bar 55
Toolbar 57
Context-Sensitive Menus 58
Context-Sensitive Menu on Browse Pane 58
Context-Sensitive Menu on Contents Pane 58
Managing Address Book 60
About the Address Books 60
Managing the Private Address Book 60
Managing the Public Address Book 61
Configuring the Connection by Local Discovery 61
Configuring the Connection by Manual Selection 63
Downloading the Public Address Book 65
Configuring the MAPI Address Book 66
Managing the Microsoft Outlook Address Book 66
Managing the LDAP Address Book 67
Registering the LDAP Directory Services 67
Adding Contacts from LDAP Servers 69
Importing and Exporting the Address Book 73
Managing Contacts and Groups 75
Managing Contacts 75
Adding Contacts Manually 76
Copying Contacts from an Address Book 79
Displaying or Modifying Contacts Properties 81
Removing Contacts 84
Managing Groups 85
Creating Groups 85
Modifying Groups Properties 86
Removing Groups 87
Searching Contacts 88
Converting the Address Book Data 94

5. Appendix 101

Cover Sheet Samples 102
Standard Cover Page 102
Business Cover Page 103
Professional Cover Page 104

INDEX 105

1

OVERVIEW

This section describes about the overview of the network fax features.

- **Features and Functions.....10**

Features and Functions

This equipment provides the network fax feature, which simplifies and facilitates your office facsimile needs that enables you to send fax or Internet fax digital documents directly from your desktop.
This equipment also includes an Address Book database, where you can store frequently used fax numbers or Internet Fax destinations and other important recipient information, such as company name, telephone number and postal address.

NOTE: The fax transmission using the N/W-Fax driver is available only when optional Fax unit is installed.

- The fax transmission using the N/W-Fax driver is available only when the Printer Kit or Printer/Scanner Kit is installed in addition to optional Fax unit.
- The Internet Fax transmission using the N/W-Fax driver is available only when the Printer Kit and Scanner Kit are installed, or when the Printer/Scanner Kit is installed.

Functional Highlights

The highly intuitive, network N/W-Fax driver software enables you to select the fax printer driver to electronically faxes from your computer to one or more recipients. You can easily define fax job properties from the send list to fax resolutions. The N/W-Fax driver is complimented with the Address Book Viewer. The combination of applications enables you to easily manage a selection of fax recipients and access the Address Book.

Software Components

N/W-Fax Driver
The N/W-Fax driver enables you to set up send lists and send electronic documents from your PC to one or more destinations. You print to the fax much the same way you would choose to print to a designated printer that makes using the N/W-Fax driver quick and simple. You can select the fax properties. Fax properties are the attributes you can set to define sender and recipient information for processing fax jobs such as dialing options, sender information, fax resolution and page layout.
Other features include an easy to use fax scheduler that allows you to set up a date and time to transmit your fax. Cover page options are also provided. You can include a customized cover page with your fax transmission that can include sender and recipient fax information and a detailed message. You can easily maintain sender and contact information that can be printed on the cover pages.

NOTE: Faxing hard-copy documents must be performed as a walk-up function from the Touch Panel Display.

Address Book Viewer
With the Address Book Viewer you can effortlessly add or modify fax recipient names, fax numbers, and Internet Fax address (e-mail address) to the Address Book. This utility allows you to manage recipients of the fax, select and display fax recipients from the Address Book, as well as recipient fax numbers and other contact information.
Additionally, Address Book Viewer allows you import or export address book data to or from other address book programs compatible to this equipment.

2

INSTALLING CLIENT SOFTWARE

This section describes the instructions on how to install the client software for the network fax features.

- **Installing Network Fax Software 12**

Installing Network Fax Software

This chapter includes procedures for installing software required to enable the fax printing and online address books for this equipment. It is recommended that you read these instructions in their entirety before beginning the installation process.

Overview

Before you can begin utilizing the network fax feature for this equipment, you must install the software using the Client2 CD-ROM provided. You will use the InstallShield client software setup process.This section describes several ways to add N/W-Fax driver to user's workstations. Prior to installing the N/W-Fax driver and Address Book Viewer, the administrator must install specific hardware and configure the fax options. Only authorized users can modify the device.

System Requirements
The N/W-Fax driver and Address Book Viewer are available for following environments:

- **Display Resolution**
  1024 x 768 dots or more
- **Display Color**
  High Color (16bit) or higher is recommended
- **CPU**
  Pentium 133 MHz minimum (Pentium 266 MHz or faster recommended)
- **Memory**
  64MB for Windows 98
  96MB for Windows Me and Windows NT 4.0
  128MB for Windows 2000/XP/Server 2003
- **OS**
  Windows 98 (Windows 98 Second Edition Recommended)
  Windows Me
  Windows NT 4.0 Service Pack 6a
  Windows 2000 Service Pack 3
  Windows XP Service Pack 1
  Windows Server 2003

Before Installing Client Software

Before installing the client software, confirm the followings to perform an appropriate installation.

— When Address Book Viewer Has Been Installed

If the Address Book Viewer has been installed from either the e-STUDIO850 Series Client2 CD-ROM, e-STUDIO4511 Series Client2 CD-ROM, e-STUDIO450 Series Client2 CD-ROM, or e-STUDIO280 Series Client2 CD-ROM, you do not have to install it from the other one. In that case, please install only the N/W-Fax driver.
If you want to install Address Book Viewer from the other CD-ROM, uninstall the Address Book Viewer then install it. When you uninstall the Address Book Viewer, please click [No] at the dialog box that displays the message to delete the settings for the Address Book Viewer so that you can restore the settings after installing new one.

Installing the N/W-Fax Driver and Address Book Viewer

You can install the N/W-Fax driver and Address Book Viewer from the Client2 CD-ROM or TopAccess.

This section describes about installing the N/W-Fax driver and Address Book Viewer in the SMB environment. The N/W-Fax driver can be set up in the same connection as the printer driver such as Parallel printing, USB printing, LPR printing, IPP printing, and Novell printing. To set up the N/W-Fax driver in these connections, please refer to the ***Printing Guide***.

Installing from Client2 CD-ROM

This section describes how to install the fax client software for SMB environment which is available for the local area network over TCP/IP.

NOTES:
- To set up the N/W-Fax driver in other connections, please refer to the ***Printing Guide***.
- Before installing the printer driver for SMB environment, check with your system administrator to make sure of the following:
  - This equipment is connected to the network and turned on.
  - The TCP/IP setting is correct on this equipment and your computer.

Installing the fax client software for SMB connection using the installer

The procedure here describes an installation on Windows 2000. The procedure is the same when other versions of Windows are used.

NOTE: You must log in Windows as a user who has the “Administrators” or “Power Users” privilege when using the Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003.

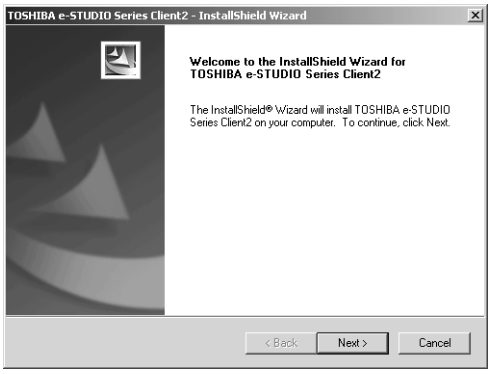
1. Insert the Client2 CD-ROM into the CD-ROM drive.

- The installer automatically starts and the Choose Setup Language dialog box appears.
- When the installer does not automatically start, double-click “Setup.exe” in the Client2 CD-ROM.

2. Select your language and click [OK].

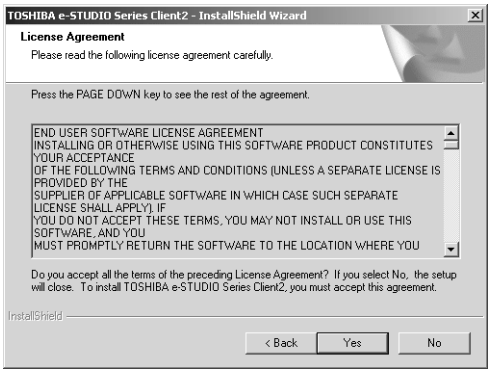
- The InstallSheild Wizard dialog box appears.

3. Click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Welcome to the InstallShield Wizard for TOSHIBA e-STUDIO Series Client2
The InstallShield® Wizard will install TOSHIBA e-STUDIO Series Client2 on your computer. To continue, click Next.
< Back
Next >
Cancel

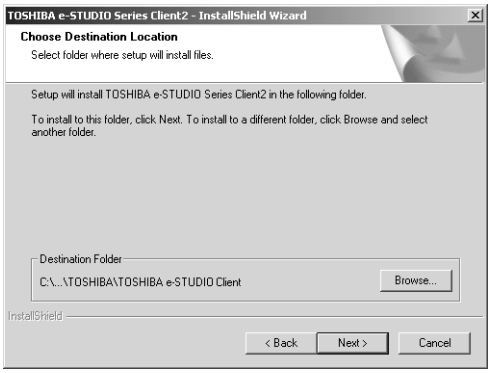
- The License Agreement screen is displayed.

4. Click [Yes].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
END USER SOFTWARE LICENSE AGREEMENT
INSTALLING OR OTHERWISE USING THIS SOFTWARE PRODUCT CONSTITUTES YOUR ACCEPTANCE
OF THE FOLLOWING TERMS AND CONDITIONS (UNLESS A SEPARATE LICENSE IS PROVIDED BY THE
SUPPLIER OF APPLICABLE SOFTWARE IN WHICH CASE SUCH SEPARATE LICENSE SHALL APPLY). IF
YOU DO NOT ACCEPT THESE TERMS, YOU MAY NOT INSTALL OR USE THIS SOFTWARE, AND YOU
MUST PROMPTLY RETURN THE SOFTWARE TO THE LOCATION WHERE YOU
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install TOSHIBA e-STUDIO Series Client2, you must accept this agreement.
InstallShield
< Back
Yes
No

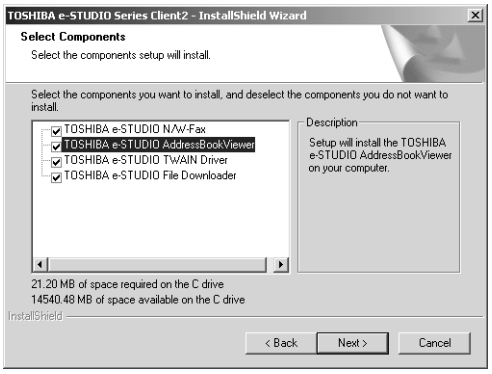
- The Choose Destination Location screen is displayed.

5. Click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Choose Destination Location
Select folder where setup will install files.
Setup will install TOSHIBA e-STUDIO Series Client2 in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\...\TOSHIBA\TOSHIBA e-STUDIO Client
Browse...
InstallShield
< Back
Next >
Cancel

- If you want to change the location where the programs are installed, click [Browse]. In the dialog box appears, select the folder and click [OK].
- The Setup Type screen is displayed.

6. Check the software that you want to install.


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Components
Select the components setup will install.
Select the components you want to install, and deselect the components you do not want to install.
TOSHIBA e-STUDIO N/W-Fax
TOSHIBA e-STUDIO AddressBookViewer
TOSHIBA e-STUDIO TWAIN Driver
TOSHIBA e-STUDIO File Downloader
Description
Setup will install the TOSHIBA e-STUDIO AddressBookViewer on your computer.
21.20 MB of space required on the C drive
14540.48 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

TOSHIBA e-STUDIO N/W-Fax — check this to install the N/W-Fax driver.
TOSHIBA e-STUDIO AddressBookViewer — check this to install the Address Book Viewer.

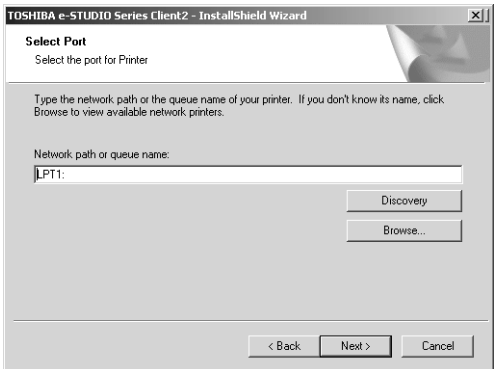
SUPPLEMENTS:

- In the components list, there are also “TOSHIBA e-STUDIO TWAIN Driver” and “TOSHIBA e-STUDIO File Downloader”. You can install them together in the same operation. For more information about the TWAIN driver and File Downloader, please see the ***e-Filing Guide***.
- If no changes are made, all four options will be installed.

7. Click [Next].

- The Select Port dialog box appears.

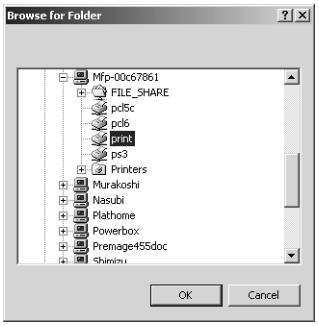
8. Click [Browse].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Port
Select the port for Printer
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
LPT1:
Discovery
Browse...
< Back
Next >
Cancel

- The Browse for Printer dialog box appears.

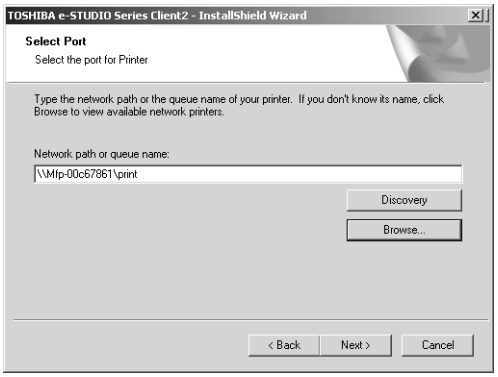
SUPPLEMENT: You can also automatically specify the network queue by searching the equipment in the network.
📖 P.17 "Using the Discovery Functions to Specify the SMB Port"

9. Locate this equipment in your network, select the “print” queue, and click [OK].



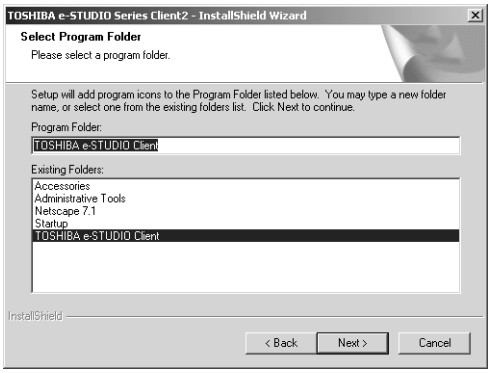
- Returns you to the Select Port dialog box.

10. Click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Port
Select the port for Printer
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
\\Mfp-00c67861\print
Discovery
Browse...
< Back
Next >
Cancel

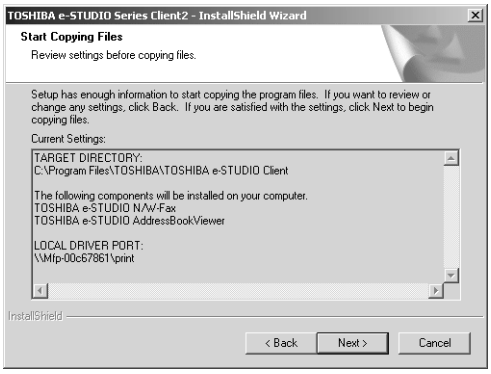
- The Select Program Folder screen is displayed.

11. Click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Program Folder
Please select a program folder.
Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.
Program Folder:
TOSHIBA e-STUDIO Client
Existing Folders:
Accessories
Administrative Tools
Netscape 7.1
Startup
TOSHIBA e-STUDIO Client
InstallShield
< Back
Next >
Cancel

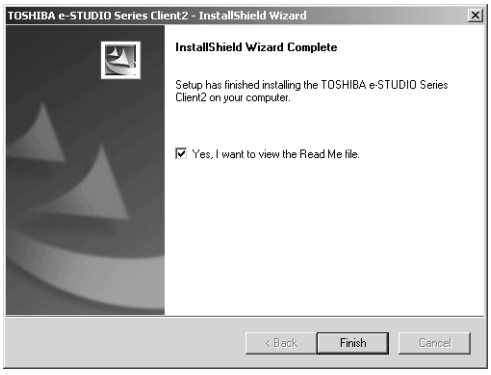
- If you want to change the program folder, rename the folder name in the “Program Folders” field.
- The Starting Copying Files screen is displayed.

12. Click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
TARGET DIRECTORY:
C:\Program Files\TOSHIBA\TOSHIBA e-STUDIO Client
The following components will be installed on your computer.
TOSHIBA e-STUDIO N/W-Fax
TOSHIBA e-STUDIO AddressBookViewer
LOCAL DRIVER PORT:
\\Mfp-00c67861\print
InstallShield
< Back
Next >
Cancel

- Starts copying files and the InstallShield Wizard Complete screen is displayed when copying files are completed.

13. Select “Yes, I want to view the Read Me file.” and click [Finish].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
InstallShield Wizard Complete
Setup has finished installing the TOSHIBA e-STUDIO Series Client2 on your computer.
Yes, I want to view the Read Me file.
< Back
Finish
Cancel

- The installation is completed.

NOTE: The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

— Using the Discovery Functions to Specify the SMB Port

In the Select Port screen during the installation, you can also obtain the network queue name automatically by searching the equipment.
There two ways to obtain the SMB printer port from the equipment:
📖 P.18 "Searching the equipment automatically"
📖 P.21 "Specifying the IP address manually"

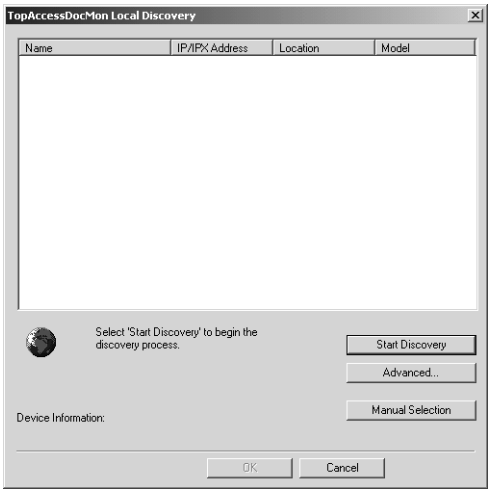
Searching the equipment automatically

1. Click [Discovery].

TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Port
Select the port for Printer
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
LPT1:
Discovery
Browse...
< Back
Next >
Cancel

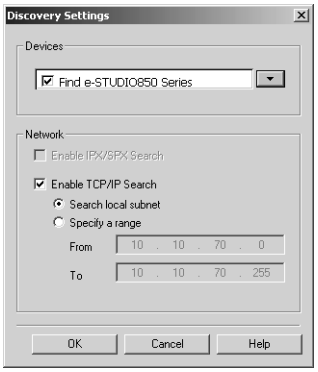
- The TopAccessDocMon Local Discovery dialog box appears.

2. Click [Start Discovery].



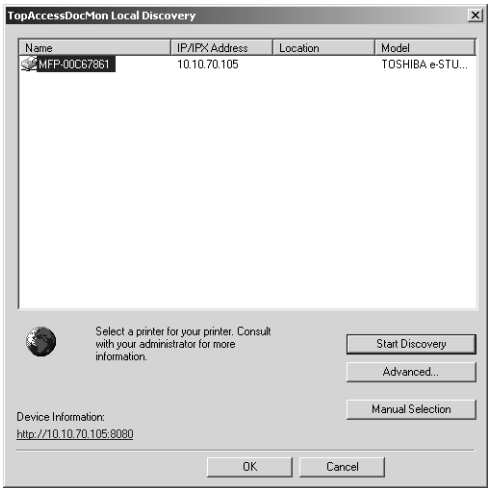
- It starts searching the equipment in the network.

SUPPLEMENT: It searches the equipment within the local subnet in your network. If the equipment is located in the different subnet from your computer, or you want to specify the IP address range to be searched, click [Advance]. The Discovery Settings dialog box appears and you can specify the advanced settings for searching the equipment.

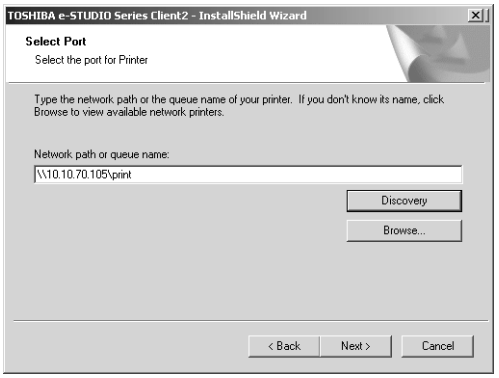


- **Devices** — You can specify the device models to be searched. This sets to search the e-STUDIO4511 Series, e-STUDIO450 Series, or e-STUDIO280 Series, so you do not have to change this options.
- **Network - Enable IPX/SPX Search** — Check on this to search printers which connect to the IPX/SPX network. This is available only when the IPX/SPX protocol and Novell Client are installed in your computer, and the computer is connected to the NetWare server.
- **Network - Enable TCP/IP Search** — Check on this to search printers which connect to the TCP/IP network. This is available only when the TCP/IP protocol is installed in your computer. When this is enabled, select how it searches printers in the TCP/IP network.
  Search local subnet — Select this to search printers in local subnet.
  Specify a range — Select this to search printers in specific range of IP addresses. When this is selected, enter the IP addresses in “From” field and “To” field to specify the range.

3. Select the equipment that you want to connect and click [OK].



4. It automatically obtains the network queue in the “Network path or queue name” field.


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Port
Select the port for Printer
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
\\10.10.70.105\print
Discovery
Browse...
< Back
Next >
Cancel

NOTE: It automatically obtains the IP address of the equipment and the queue name specified by an administrator, in the “Network path or queue name” field in the General submenu page of the Setup menu in the TopAccess administrator mode. If you cannot obtain the queue name, ask your administrator that the “Network path or queue name” field is correctly specified.

5. Continue the installation from step 10 of "Installing the fax client software for SMB connection using the installer" on page 13.

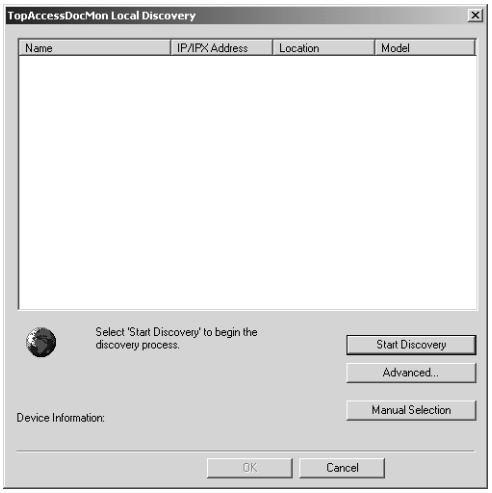
Specifying the IP address manually

1. Click [Discovery].

TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Port
Select the port for Printer
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
LPT1:
Discovery
Browse...
< Back
Next >
Cancel

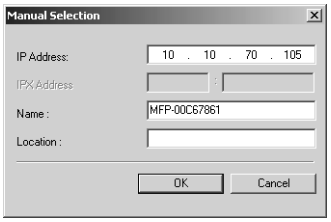
- The TopAccessDocMon Local Discovery dialog box appears.

2. Click [Manual Selection].



- The Manual Selection dialog box appears.

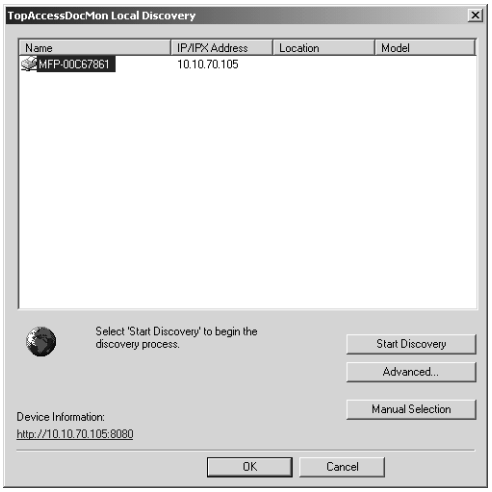
3. Enter each item to specify the printer address and click [OK].



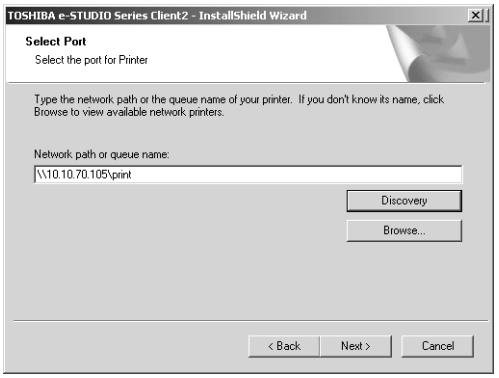
IP Address — Enter the IP address of the printer.
IPX Address — Enter the IPX address of the printer. This is available only when the IPX/SPX protocol and Novell Client are installed in your computer, and the computer is connected to the NetWare server.
Name — Enter the printer name.
Location — Enter the location of the printer.

NOTE: You must enter “Name” and either “IP Address” or “IPX Address”.

4. **Select the equipment that you want to connect and click [OK].**



5. **It automatically obtain the network queue in the “Network path or queue name” field.**


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Select Port
Select the port for Printer
Type the network path or the queue name of your printer. If you don't know its name, click Browse to view available network printers.
Network path or queue name:
\\10.10.70.105\print
Discovery
Browse...
< Back
Next >
Cancel

NOTE: It automatically obtains the IP address of the equipment and the queue name specified by an administrator, in the “Network path or queue name” field in the General submenu page of the Setup menu in the TopAccess administrator mode. If you cannot obtain the queue name, ask your administrator that the “Network path or queue name” field is correctly specified.

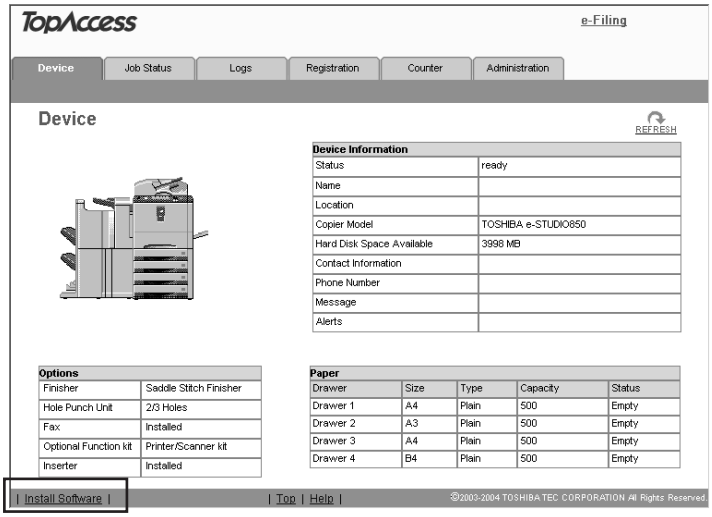
6. **Continue the installation from step 10 of "Installing the fax client software for SMB connection using the installer" on page 13.**

Installing from TopAccess

If the system administrator has uploaded the software to this equipment, you can use TopAccess to install the software on your workstation.

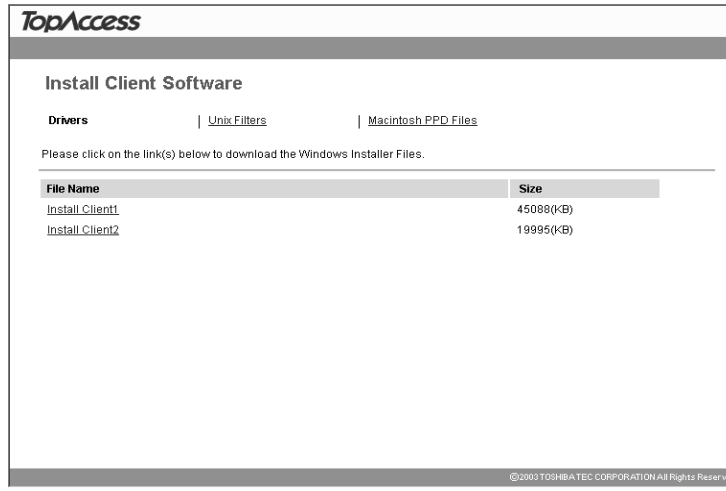
Installing client software from TopAccess

1. **In TopAccess, click the Install Software link at the bottom of the screen.**



- The Install Client Software page opens.

2. **Click the "Install Client2" link to download the installer file.**



3. **Download the installer file on your desktop by following the prompts.**

4. **Double-click the "InstallClient2.exe" file that you downloaded.**

- The installer starts and the InstallShield Wizard dialog box appears.

5. **Follow the installation procedure using the Client2 CD-ROM described in following section.**

📖 P.13 "Installing from Client2 CD-ROM"

Uninstalling the N/W-Fax Driver and Address Book Viewer

The following instructions describe how to uninstall the N/W-Fax driver and Address Book Viewer. The uninstallation procedure is different how you installed the client software.
📖 P.24 "When Installed Using the Installer"
📖 P.28 "When Installed Using Add Printer Wizard"

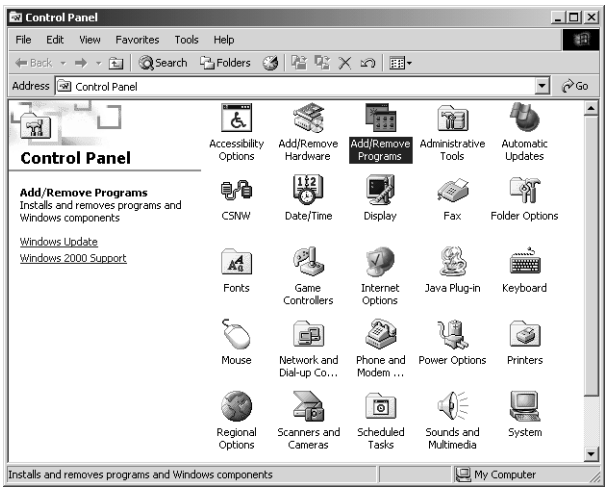
When Installed Using the Installer

When the client software was installed using the Installer in the Client2 CD-ROM or downloaded from TopAccess, you can delete all files using the Add/Remove Programs function.
You can uninstall all client software that have installed from the Client2 CD-ROM, or you can uninstall only the N/W-Fax driver and Address Book Viewer.
📖 P.24 "Uninstalling the all Client2 Software"
📖 P.26 "Uninstalling only N/W-Fax Diver and Address Book Viewer"

Uninstalling the all Client2 Software

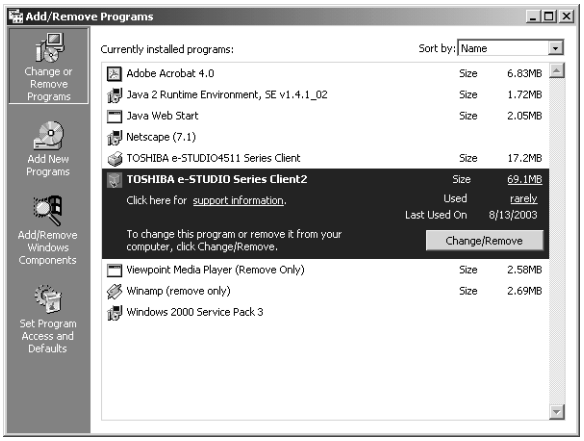
The following describes an installation on Windows 2000. The procedure is the same when other versions of Windows are used.

1. **Open “Control Panel” and double-click the “Add/Remove Programs” icon.**



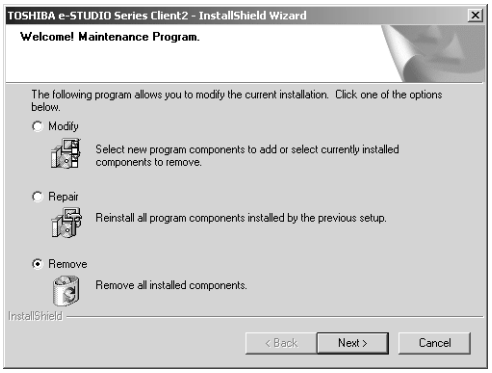
- The Add/Remove Programs dialog box appears.

2. Select “TOSHIBA e-STUDIO Series Client2” and click [Change/Remove].


Add/Remove Programs
Change or Remove Programs
Add New Programs
Add/Remove Windows Components
Set Program Access and Defaults
Currently installed programs:
Sort by: Name
Adobe Acrobat 4.0 Size 6.83MB
Java 2 Runtime Environment, SE v1.4.1_02 Size 1.72MB
Java Web Start Size 2.05MB
Netscape (7.1)
TOSHIBA e-STUDIO4511 Series Client Size 17.2MB
TOSHIBA e-STUDIO Series Client2 Size 69.1MB
Click here for support information. Used rarely
Last Used On 8/13/2003
To change this program or remove it from your computer, click Change/Remove.
Change/Remove
Viewpoint Media Player (Remove Only) Size 2.58MB
Winamp (remove only) Size 2.69MB
Windows 2000 Service Pack 3

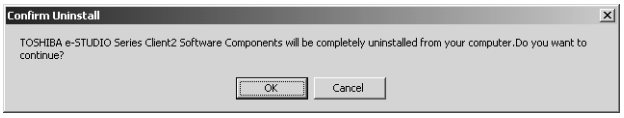
- The InstallShield Wizard dialog box appears.

3. Select “Remove” and click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Welcome! Maintenance Program.
The following program allows you to modify the current installation. Click one of the options below.
Modify
Select new program components to add or select currently installed components to remove.
Repair
Reinstall all program components installed by the previous setup.
Remove
Remove all installed components.
InstallShield
< Back
Next >
Cancel

- The Confirm Uninstall dialog box appears.

4. Click [OK].


Confirm Uninstall
TOSHIBA e-STUDIO Series Client2 Software Components will be completely uninstalled from your computer.Do you want to continue?
OK
Cancel

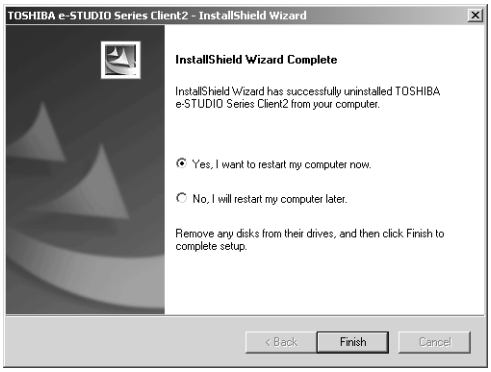
5. Click [Yes] to delete the setting files.

TOSHIBA e-STUDIO Series Client2
Do you want to delete the settings for the following components?
TOSHIBA e-STUDIO AddressBookViewer
TOSHIBA e-STUDIO TWAIN Driver
TOSHIBA e-STUDIO File Downloader
Yes(Y)
No(N)

- Deleting files starts.

NOTE: If you want to re-install the client software later, click [No] to remain the setting files. You can restore the data and settings when you re-install the client software.

6. Select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

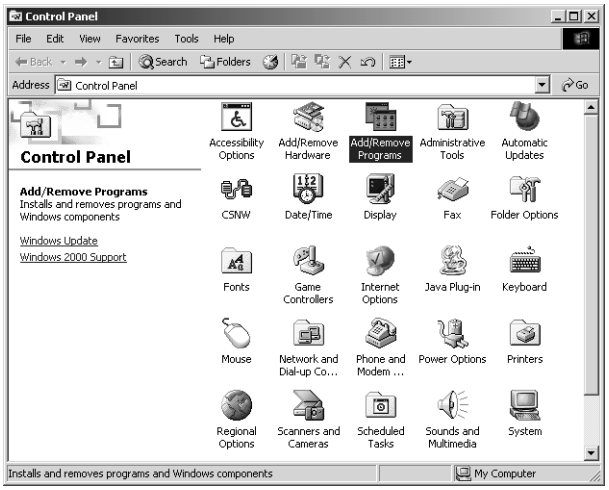

TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
InstallShield Wizard Complete
InstallShield Wizard has successfully uninstalled TOSHIBA e-STUDIO Series Client2 from your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish
Cancel

- Some files may be deleted after restarting the computer.

Uninstalling only N/W-Fax Diver and Address Book Viewer

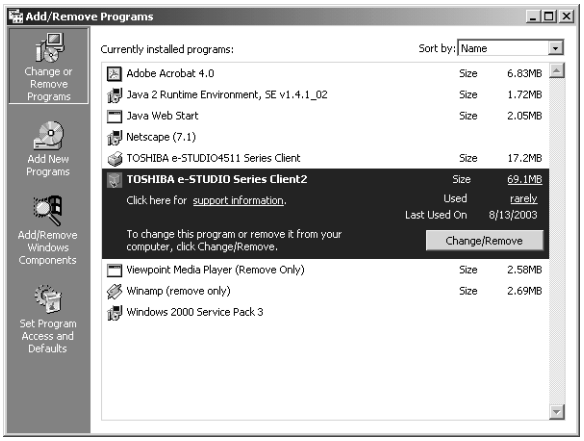
The following describes an installation on Windows 2000. The procedure is the same when other versions of Windows are used.

1. Open “Control Panel” and double-click the “Add/Remove Programs” icon.



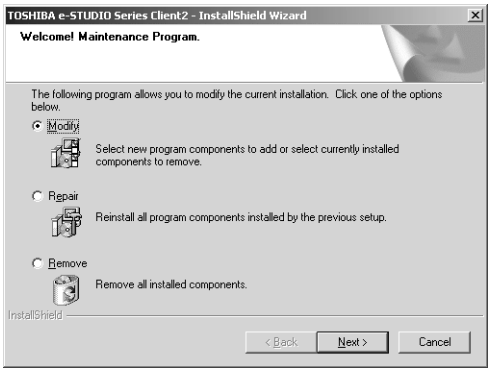
- The Add/Remove Programs dialog box appears.

2. Select “TOSHIBA e-STUDIO4511 Series Client2”, “TOSHIBA e-STUDIO450 Series Client2”, or “TOSHIBA e-STUDIO280 Series Client2” and click [Change/Remove].

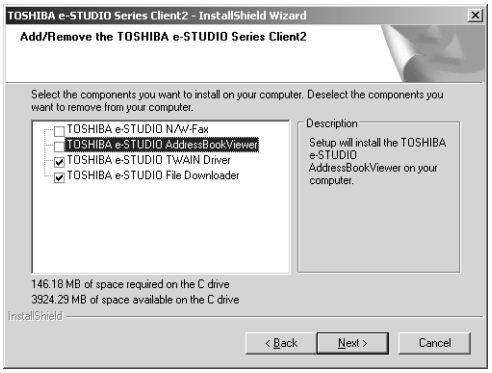

Add/Remove Programs
Change or Remove Programs
Add New Programs
Add/Remove Windows Components
Set Program Access and Defaults
Currently installed programs:
Sort by: Name
Adobe Acrobat 4.0 Size 6.83MB
Java 2 Runtime Environment, SE v1.4.1_02 Size 1.72MB
Java Web Start Size 2.05MB
Netscape (7.1)
TOSHIBA e-STUDIO4511 Series Client Size 17.2MB
TOSHIBA e-STUDIO Series Client2 Size 69.1MB
Click here for support information. Used rarely
Last Used On 8/13/2003
To change this program or remove it from your computer, click Change/Remove.
Change/Remove
Viewpoint Media Player (Remove Only) Size 2.58MB
Winamp (remove only) Size 2.69MB
Windows 2000 Service Pack 3

- The InstallShield Wizard dialog box appears.

3. Select “Modify” and click [Next].

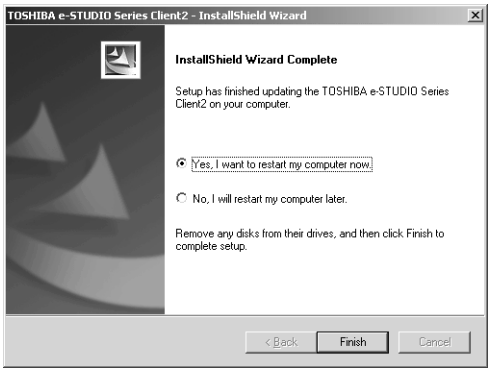

TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Welcome! Maintenance Program.
The following program allows you to modify the current installation. Click one of the options below.
Modify
Select new program components to add or select currently installed components to remove.
Repair
Reinstall all program components installed by the previous setup.
Remove
Remove all installed components.
InstallShield
< Back
Next >
Cancel

4. Uncheck the components that you want to uninstall and click [Next].


TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
Add/Remove the TOSHIBA e-STUDIO Series Client2
Select the components you want to install on your computer. Deselect the components you want to remove from your computer.
TOSHIBA e-STUDIO N/W-Fax
TOSHIBA e-STUDIO AddressBookViewer
TOSHIBA e-STUDIO TWAIN Driver
TOSHIBA e-STUDIO File Downloader
Description
Setup will install the TOSHIBA e-STUDIO AddressBookViewer on your computer.
146.18 MB of space required on the C drive
3924.29 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

- Deleting files starts.

5. **Select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.**

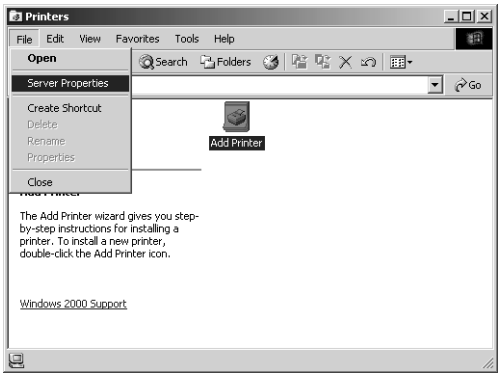

TOSHIBA e-STUDIO Series Client2 - InstallShield Wizard
InstallShield Wizard Complete
Setup has finished updating the TOSHIBA e-STUDIO Series Client2 on your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish
Cancel

When Installed Using Add Printer Wizard

When only N/W-Fax driver is installed by Add Printer Wizard, you can uninstall them by deleting the printer icons in the Printers folder.

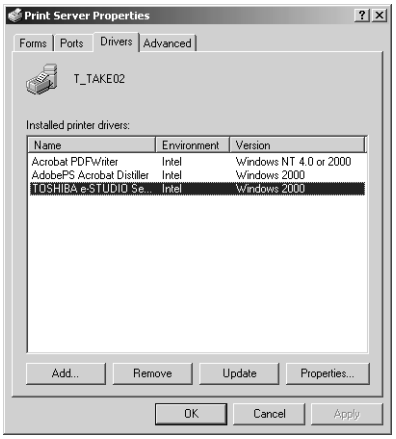
Deleting the N/W-Fax driver

1. **Open “Printers” folder, select the printer icon that you want to delete, and press the [Delete] key.**
   - When using Windows 98/Me or Windows NT 4.0, uninstallation has finished.
   - When using Windows 2000/XP/Server 2003, continue to the next step.
2. **Click the [File] menu and select [Server Properties].**



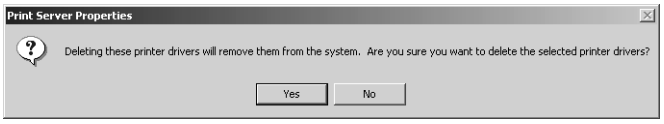
   - The Print Server Properties dialog box appears.

3. Display the Drivers tab. Select the N/W-Fax driver and click [Remove].



- The confirmation dialog box appears.

4. Click [OK].


Print Server Properties
Deleting these printer drivers will remove them from the system. Are you sure you want to delete the selected printer drivers?
Yes
No

- The N/W-Fax driver is completely deleted.

3

FAXING FROM CLIENT COMPUTERS

This section describes the instructions on how to send a fax using the N/W-Fax driver.

- **Faxing from Applications** **32**
- **Managing Faxes** **47**

Faxing from Applications

You can use the N/W-Fax driver option to electronically fax and Internet Fax from your computer to one or more recipients.
In addition, you can select fax properties, fax schedule options, include fax cover sheets and edit sender information.

NOTES:
- Faxing hard-copy documents must be performed as a walk-up function from the Touch Panel Display.
- The fax transmission using the N/W-Fax driver is available only when the optional Fax unit is installed. The Internet Fax transmission using the N/W-Fax driver is available without the optional Fax unit.

- Fax transmission using the N/W-Fax driver is available only when the Printer Kit or Printer/Scanner Kit is installed in addition to optional Fax unit.
- Internet Fax transmission using the N/W-Fax driver is available only when the Printer Kit and Scanner Kit are installed, or when the Printer/Scanner Kit is installed.

How to Fax using the N/W-Fax Driver

The following outline summarizes the steps for sending a fax from your desktop:
- Create a document.
- Print to Fax Driver.
- Add recipient's name and fax numbers.
- Select a default cover page (optional).
- Send the fax.

Preparing Documents for Faxing

To see how objects, such as headers, footers, or drawing objects, will be positioned on a fax page, switch to your applications' page layout view. If the software application you are using provides a Print Preview option, you can use it to view your fax before it is sent.

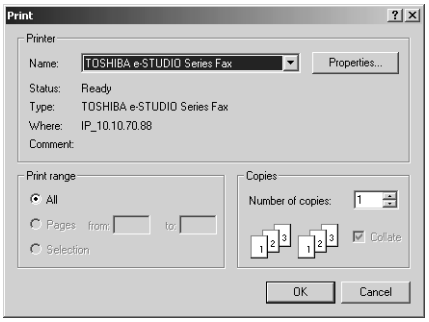
Faxing from Windows Applications

Once you have installed the N/W-Fax driver, you can send the document directly from most Windows applications to send as a fax and Internet Fax.
You can print using the various functions by setting print options on the printer driver.

Faxing from Windows applications

1. **Open a file and select [Print] from the [File] menu of the application.**
   - The Print dialog box appears.

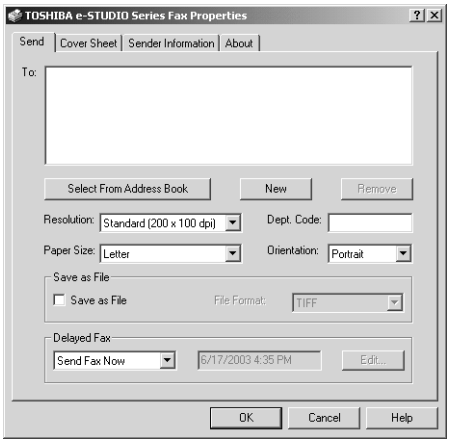
2. Select “TOSHIBA e-STUDIO Series Fax” and Click [Properties].



- The properties dialog box appears.

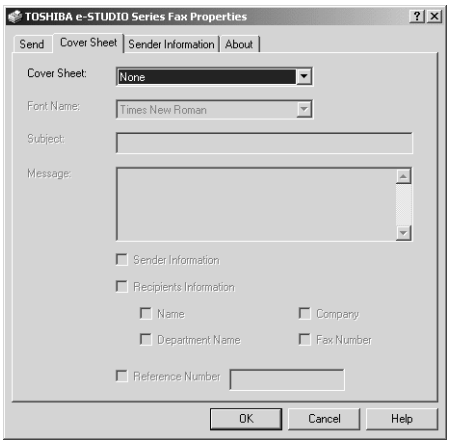
SUPPLEMENT: The procedures for displaying the properties dialog for the printer driver may be different depending on an application that you are using. See your application’s manual about displaying the printer properties dialog box.

3. Display the Send tab and specify the recipients, and other options.



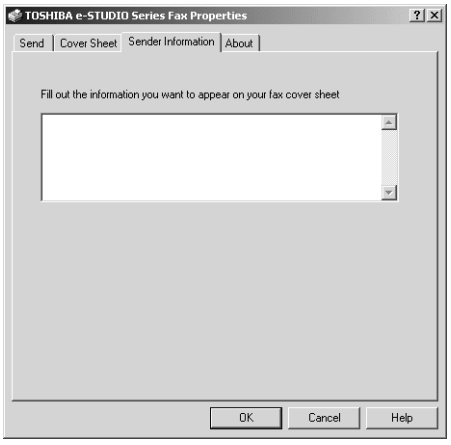
📖 P.35 "Setting up the Send Properties"

4. **Display the Cover Sheet tab and specify the cover sheet properties if you want to send a document with a fax cover sheet.**



P.42 "Setting up the Cover Sheet Properties"

5. **Display the Sender Information tab and specify the sender information message if you want to appear the message on the fax cover sheet.**



P.43 "Setting up the Sender Information Properties"

6. **Click [OK] to save the settings.**

7. **Click [OK] or [Print] to send a document.**

SUPPLEMENT: You can monitor and manage the fax job that is sent from your computer using TopAccessDocMon and TopAccess.
P.47 "Managing Faxes"

Setting up the N/W-Fax Options

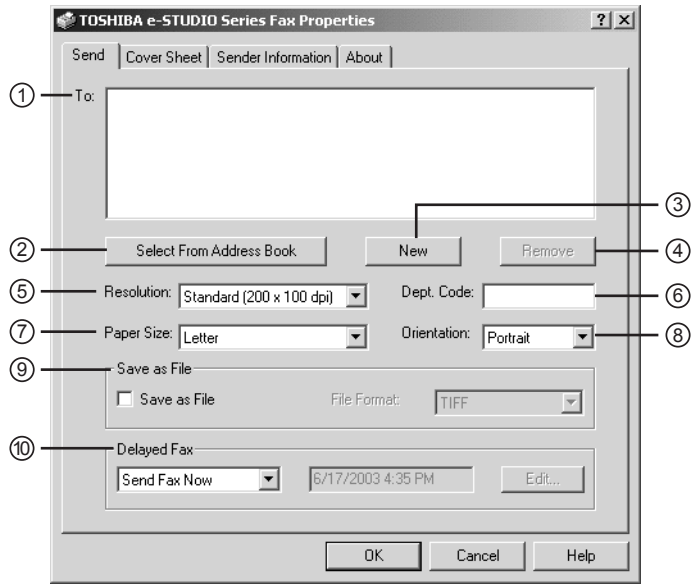
N/W-Fax options are the attributes you set to define the way a fax job is transmitted. For example, you can specify the recipients, resolution, and paper size.

SUPPLEMENT: To find the fax transmission instructions of that you expect for transmission results, you can refer to the procedures in the following section.
📖 P.43 "Sending with Extended Fax Functionality"

Setting up the Send Properties

In the Send tab of the N/W-Fax properties dialog box, you can specify the recipients and how the fax will be sent.

SUPPLEMENT: To specify the recipients, you can select from the Address Book or enter the recipient manually.
📖 P.36 "Specifying Recipients"



1) To
This displays the specified recipients list.

2) [Select From Address Book]
Click to launch the Address Book Viewer. You can select recipients from the Address Book.
📖 P.37 "Specifying recipients from Address Book"

3) [New]
Click to add new recipient by entering manually. The Direct Dial dialog box appears.
📖 P.40 "Entering a recipient manually"

4) [Remove]
Select a recipient in the “To” list and click this to remove the recipient from the list.
📖 P.41 "Removing recipients"

5) Resolution
Select the resolution for the fax.
- **Standard (200 x 100 dpi)** — Select this to send a document in Standard mode (200 x 100 dpi).
- **Fine (200 x 200 dpi)** — Select this to send a document in Fine mode (200 x 200 dpi).
- **Super Fine (200 x 400 dpi)** — Select this to send a document in Super Fine mode (200 x 400 dpi).

- **Ultra Fine (400 x 400 dpi)** — Select this to send a document in Ultra Fine mode (400 x 400 dpi).

6) Dept. Code
Enter 5-digit department code if required. When the department code is enabled on this equipment, you must enter the department code to send a fax.

NOTE: If you do not enter the department code when the department code is enabled on the equipment and the Department Code Enforcement is set to OFF in TopAccess, the job will be stored in the Invalid job list without transmitting the job. You can release or delete the job that is stored in the Invalid job list from the [JOB STATUS] button on the Control Panel. For instructions on how to release or delete the job in the Invalid job list, see ***Operator's Manual for Facsimile Function***.

7) Paper Size
Select the paper size of your document.

8) Orientation
Select the orientation of your document.

9) Save as File
Check this to save the fax as file as well as sending a fax and Internet Fax to the recipients. The fax will be saved in the "TXFAX" folder in the "FILE_SHARE" folder in this equipment.
📖 P.43 "Saving a Fax as File"

File Format
Select the file format of the document that will be saved. This option can be selected only when the "Save as File" box is checked.

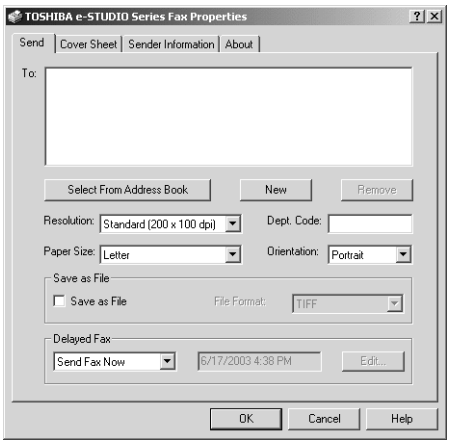
10) Delayed Fax
Select whether sending a document now or later.
- **Send Fax Now** — Select this to send a document immediately.
- **Send Fax Later** — Select this to send a document on a specified date and time. When this is selected, click [Edit] to display the Scheduled Time dialog box and specify the date and time the job will be transmitted. The job sent to this equipment will be stored in the Fax queue until the specified date and time.

— Specifying Recipients

You can specify the recipients following method:
📖 P.37 "Specifying recipients from Address Book"
📖 P.40 "Entering a recipient manually"
Also you can remove the recipients added to the "To" list.
📖 P.41 "Removing recipients"

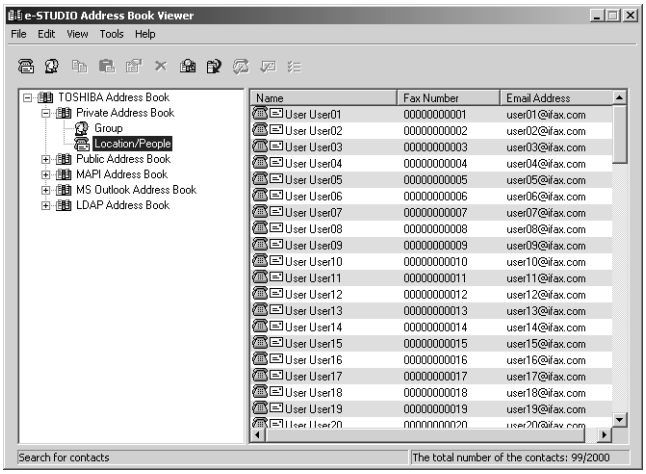
Specifying recipients from Address Book

1. Click [Select From Address Book] in the Send tab.



- The Address Book Viewer is launched.

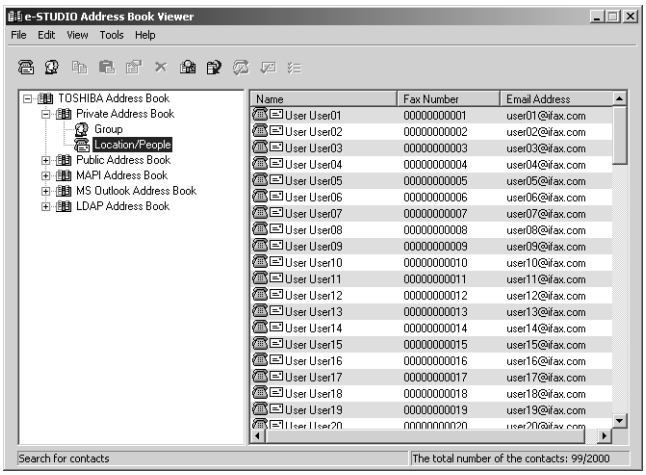
2. Browse the address book category within the Address Book where desired recipients are programed.



Private Address Book — This contains the contacts registered in the associated client address book on your client computer.
Public Address Book — This contains the contacts registered in the address book in this equipment.
MAPI Address Book — This contains the contacts in the address book of the default mail client in your computer.
MS Outlook Express — This contains the contacts in the MS Outlook Express address book in your client computer.
LDAP Address Book — This contains the contacts in the specified LDAP server.

SUPPLEMENT: For more information about the Address Book Viewer, please refer to the Address Book Viewer Online Help.

3. Select the contact you want to add as a recipient and click the [Fax] icon ( ) in the tool bar to add the fax number as a recipient, and click the [Mail] icon ( ) to add the e-mail address as a recipient.

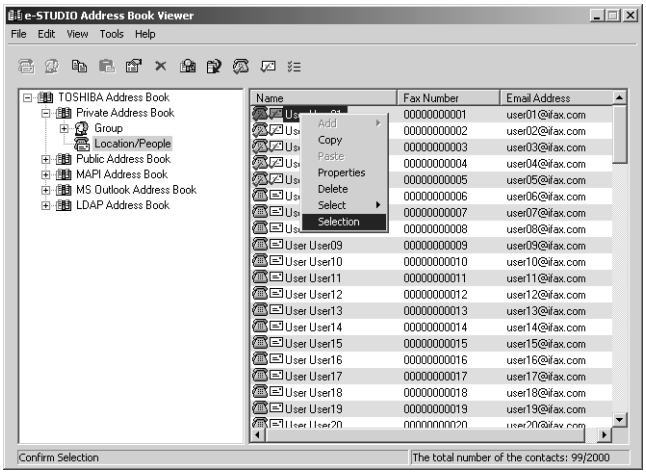


- Repeat until all required recipients are selected.
- When you select the fax number as a destination, the fax number icon in front of the name of the contact will be changed to the checked fax icon ( ).
- When you select the e-mail address as a destination, the e-mail icon in front of the name of the contact will be changed to the checked e-mail icon ( ).

SUPPLEMENTS:

- You can cancel selecting the fax number or e-mail by selecting the contact and re-clicking the [Fax] or [Mail] icon in the tool bar.
- You can also select the recipient's fax number by right-click the contact and select [Select] and [Fax Number] in the menu displayed.
- You can also select the recipient's e-mail address by right-click the contact and select [Select] and [EMail] in the menu displayed.

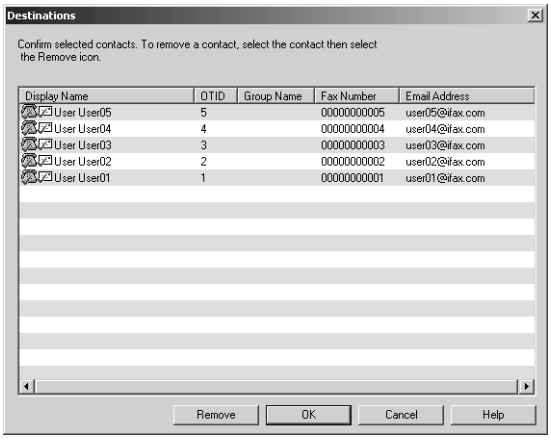
4. After you selected all recipients, right-click on a recipient name in the right pane and select [Selection] in the menu displayed.



- The Destinations dialog box appears.

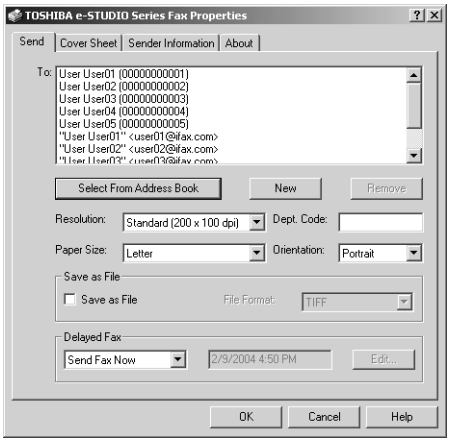
SUPPLEMENT: You can also display the Destinations dialog box by clicking the [Selection] icon ( ) in the tool bar.

5. Confirm the destinations that you select in the dialog box. If you remove the destination from the recipients list, select a contact and click [Remove].



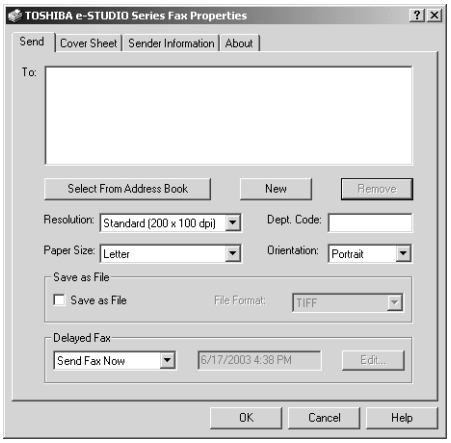
6. After you confirm the destinations, click [OK].

7. The Address Book Viewer is closed and selected recipients are added to the “To” list.



Entering a recipient manually

1. Click [New].



- The Direct Dial dialog box appears.

2. To add an Internet Fax address as a recipient, select “Internet Fax Address” and enter the e-mail address of the recipient in the right field.

The Internet Fax transmission using the N/W-Fax driver is available only when the Printer Kit and Scanner Kit are installed, or when the Printer/Scanner Kit is installed.

3. To add a fax number as a recipient, select “Fax Number” and enter the fax number in the right field. In addition, if you specify a Sub address, enter the Sub address in the “SUB” field, and security password for the Sub address in the “PWD” field if required.

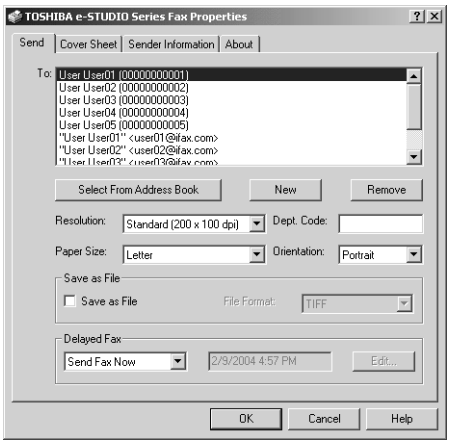
NOTE: You can send to a fax number only when the optional Fax unit is installed.

4. Click [OK].

- Entered recipient is added to the “To” list.

Removing recipients

1. Select a recipient that you want to delete from the “To” list.

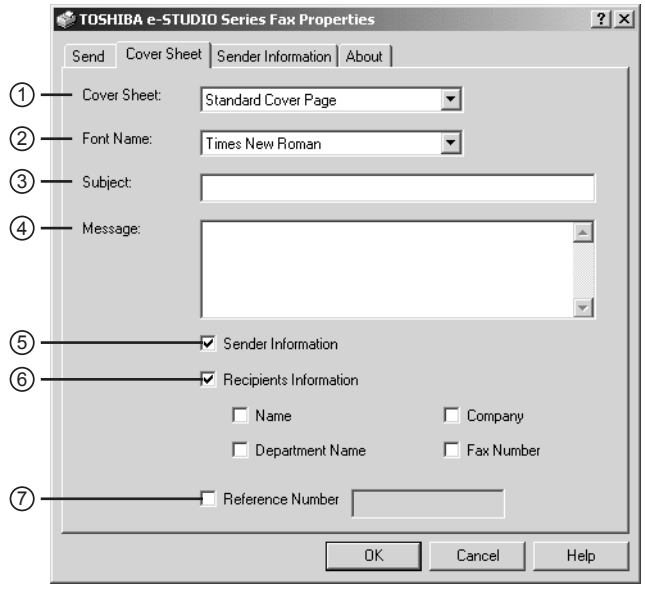


2. Click [Remove].

- The selected recipient is deleted from the “To” list.

Setting up the Cover Sheet Properties

In the Cover Sheet tab of the N/W-Fax properties dialog box, you can specify the fax cover sheet to be sent. If you enable the cover sheet, the cover sheet is attached in the first page of the document and sent to the recipients.



1) Cover Sheet
Select the cover sheet type from “Standard Cover Page”, “Business Cover Page”, and “Professional Cover Page”. For cover sheet samples, see the Appendix at the end of this guide.

2) Font Name
Select the font to be used for the cover sheet.

3) Subject
Enter the subject to appear on the cover sheet. You can enter up to 40 characters.

4) Message
Enter the message to appear on the cover sheet. You can enter up to 500 characters.

5) Sender Information
Check this to print sender information on the cover sheet. When this is enabled, specify the sender information in the Sender Information tab.
📖 P.43 "Setting up the Sender Information Properties"

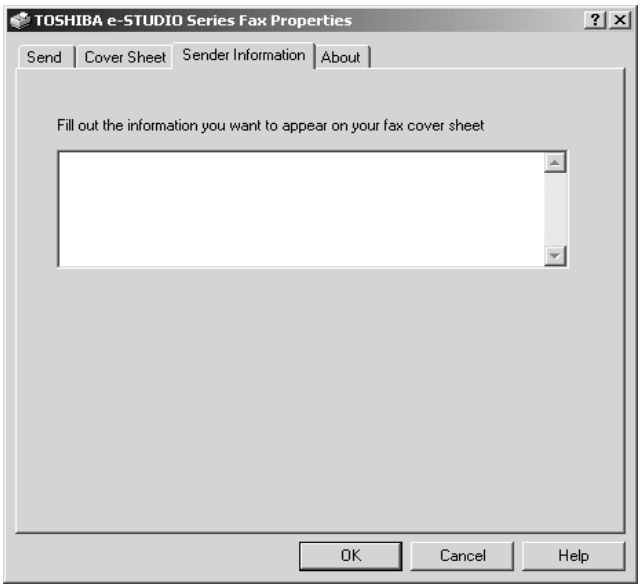
6) Recipient Information
Check this to have recipient information appear on the cover sheet. Select one or more of the following options to determine what information will appear in the “To:” field of the cover sheet.

- **Name** — Check this to have the recipient name appear on the cover sheet.
- **Company** — Check this to have the recipient company name appear on the cover sheet.
- **Department Name** — Check this to have the recipient department name appear on the cover sheet.
- **Fax Number** — Check this to have the recipient fax number or Internet Fax address appear on the cover sheet.

7) **Reference Number**
Enter the reference number to identify the fax. This number will appear on the cover sheet.

Setting up the Sender Information Properties

In the Sender Information tab of the N/W-Fax properties dialog box, you can specify the sender information that appears on the cover sheet. This must be set only when the “Sender Information” box in the Cover Sheet tab is checked.
In the text field in the Sender Information tab, you can enter the up to 500 characters.



Displaying the Version Information

In the About tab of the N/W-Fax properties dialog box, you can display the version information of the N/W-Fax driver.

Sending with Extended Fax Functionality

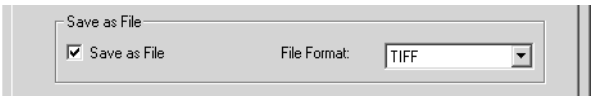
The N/W-Fax driver allows users to perform the following features.
📖 P.43 "Saving a Fax as File"
📖 P.44 "Delayed Transmission"
📖 P.45 "Sending with a Cover Sheet"

Saving a Fax as File

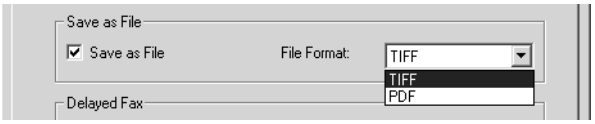
You can save a document in the “TXFAX” folder in the “FILE_SHARE” folder in this equipment as well as sending the document to fax numbers and Internet Fax addresses.

Saving a fax to the default box

1. **Display the Send tab and check the “Save as File” box.**



2. **Select the file format in the “File Format” drop down box.**



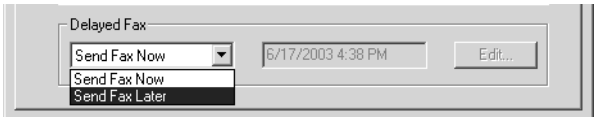
3. **Specify the other options to send a document and click [OK].**
4. **Click [Print] to send a document to this equipment.**

Delayed Transmission

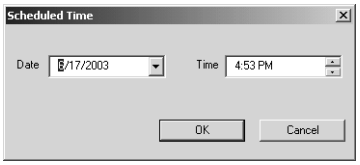
When the delayed transmission is specified, the fax is stored in the fax queue in this equipment and will be sent on the specified date and time.

Sending a document on specific date and time

1. **Display the Send tab and select “Send Fax Later” in the “Delayed Fax” drop down box.**



2. **Click [Edit].**
   - The Scheduled Time dialog box appears.
3. **Select the date and time and click [OK].**



   - You can click the Date arrow to display a calendar then allows you to select an date.
   - Enter the time to commence the fax transmission. You can use the up and down arrows to assist with setting the time with the proper format.

NOTE: The scheduled date cannot be more then one month from the current date. If the current month does not have a date like the current date, then the date will be set at the last day of the following month. For example, if the current date is March 31st. then the maximum date that can be selected for the scheduled fax is April 30th.

4. **Specify the other options to send a document and click [OK].**

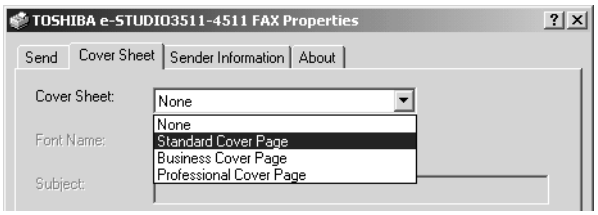
5. **Click [Print] to send a document to this equipment.**

Sending with a Cover Sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient “To” list data to create a fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

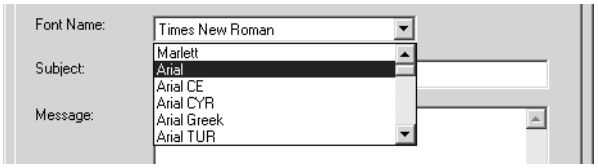
Preparing the cover sheet

1. **Display the Cover Sheet tab and select the cover sheet type in the “Cover Sheet” drop down box.**



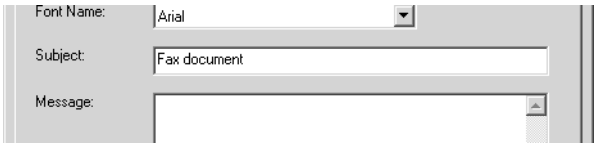
- For samples of the cover sheets, see the Appendix at the end of this guide. P.102 "Cover Sheet Samples"

2. **Select the font in the “Font Name” drop down box.**



- The selected font applies to the text contents in the cover sheet.

3. **Enter the subject to appear on the cover sheet in the “Subject” field.**



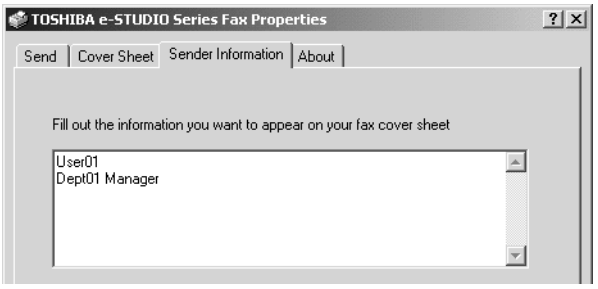
- You can enter up to 40 characters for the subject.

4. **Enter the message to appear on the cover sheet in the “Message” field.**

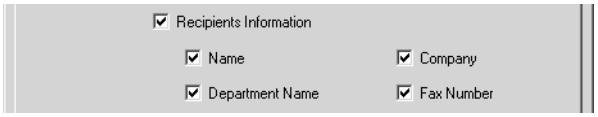
- You can enter up to 500 characters for the message.

5. If you want the sender information to appear on the cover sheet, check the “Sender Information” box.

- If you check this, click the Sender Information tab and enter the sender information in the text box. You can enter up to 500 characters in the sender information text box.



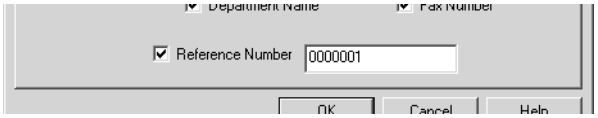
6. If you want the recipients information to appear on the cover sheet, check the “Recipients Information” box and check the items required for the recipient information.



Name — Check this to have the name of the recipient appear on the cover sheet.
Company — Check this to have the company name of the recipient appear on the cover sheet.
Department Name — Check this to have the department name of the recipient appear on the cover sheet.
Fax Number — Check this to have the fax number or Internet Fax address of the recipient appear on the cover sheet.

NOTES:
- Recipients information is obtained from the address book. If the recipient is added manually, this information does not appear on the cover sheet except for the fax number or Internet Fax address.
- The recipients information for all recipients will appear on the cover sheet.

7. If you want the reference number to identify the document to appear on the cover sheet, check the “Reference Number” box and enter the reference number in the field.



- You can enter up to 20 characters for the reference number.

8. Specify the other options to send a document and click [OK].

9. Click [Print] to send a document to this equipment.

Managing Faxes

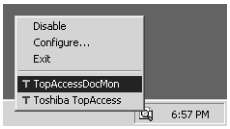
You can display manage the fax jobs using TopAccessDocMon and TopAccess.
📖 P.47 "Managing Fax Jobs using TopAccessDocMon"
📖 P.48 "Managing Fax Jobs using TopAccess"

Managing Fax Jobs using TopAccessDocMon

Users can use the TopAccessDocMon application's Fax tab to display the fax jobs that are currently on this equipment. This page allows the users to display and delete fax jobs which are originally submitted from your computer. For further information on TopAccessDocMon installation and configuration, refer to the **Printing Guide**.

Displaying and deleting the fax jobs using TopAccessDocMon

1. Right-click the TopAccessDocMon icon in the task bar, and select [TopAccessDocMon].

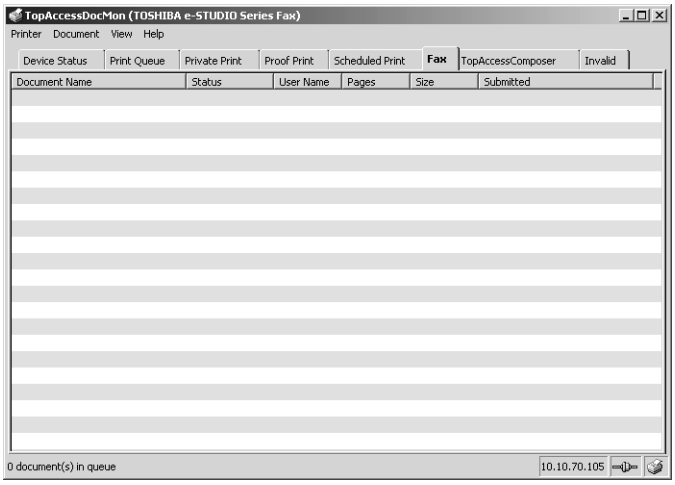


- The TopAccessDocMon window appears and displays the Device tab that shows the device information of the default printer.

2. If displayed device information is not the device which you want to monitor the fax jobs, click the [Printer] menu and select the device name in the [Change Device] menu.

- The TopAccessDocMon window displays the device information of selected device.

3. **Click the Fax tab.**



- The fax jobs list is displayed.

4. **If you want to delete a fax job, select a fax job in the list, click the [Document] menu and select [Cancel].**
   - The selected job is deleted.

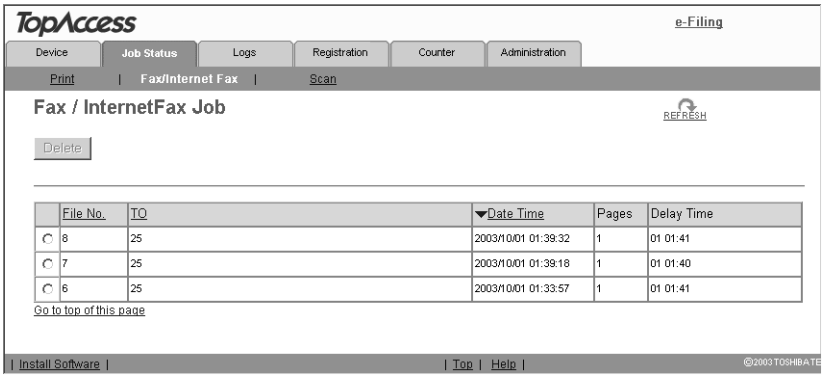
Managing Fax Jobs using TopAccess

Users can use TopAccess to display the fax jobs that are currently on this equipment. The Fax/Internet Fax menu page in the Jobs tab allows the users to display and delete fax jobs that are currently stored in the queue.

Displaying and deleting the fax jobs using TopAccess

1. **Access TopAccess using the browser.**
   - For the instruction to access TopAccess, please refer to the ***TopAccess Guide***.

2. **Click the Job Status tab and Fax/Internet Fax menu.**



- The Fax/Internet Fax menu page displays the list of fax jobs.

3. If you want to delete a fax job, select a option box of the fax job in the list, and click [Delete].

- The selected fax job is deleted.

4

MANAGING ADDRESS BOOK

This section describes the instructions on how to use the Address Book Viewer.

- **Running Address Book Viewer** **52**
- **Managing Address Book** **60**

Running Address Book Viewer

The Address Book Viewer allows you to manage the Address Book properties, manage address books and address book entries. Particularly, you can perform the following functions:

- Create new contacts
- Create Address Book groups
- Modify contact information
- Search the address book database
- Import Address Book data
- Export Address Book data

Running the Address Book Viewer

You can access the Address Book Viewer using two methods:

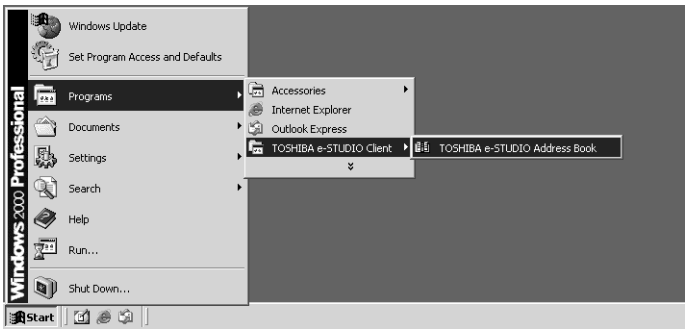
- Programs folder in the Start menu
- Print Properties window of the N/W-Fax driver (limited accessibility)

Access Using Program Group

From the Program Group, you can access the Address Book Viewer to create and edit your private address book.

Accessing the Address Book Viewer from the Programs group

1. **Click the [Start] menu, select [Programs], [TOSHIBA e-STUDIO Client], and select [TOSHIBA e-STUDIO Address Book].**



- The Address Book Viewer window appears.

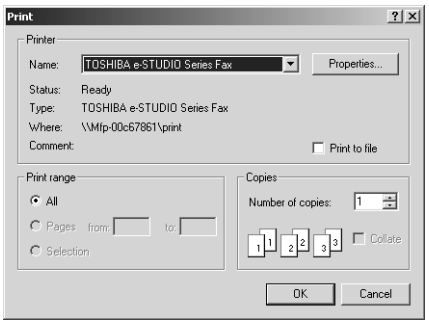
Access Using Print Properties

From the Print window, you can limitedly create and edit contacts in the Address Book.

NOTE: This method is only suggested if you are in the process of sending a fax and you need to add a fax recipient to the send list that is not currently a member of the Address Book. Otherwise, use the program group to access the Address Book Viewer.

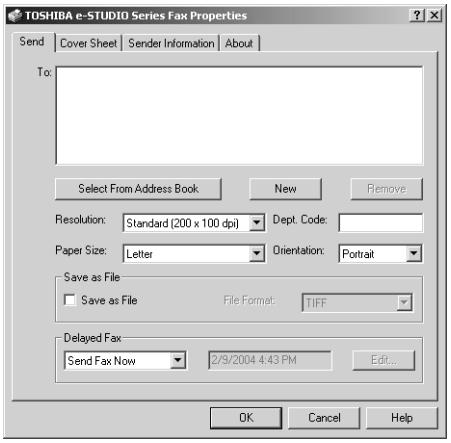
Accessing the Address Book Viewer from the Print properties

1. In the Print dialog box in the application, select the N/W-Fax driver for the printer and click [Properties].



- The N/W-Fax properties dialog box appears.

2. Click [Select From Address Book] in the Send tab.



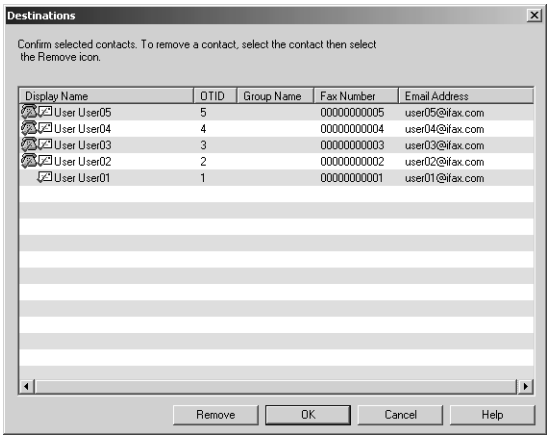
- The Address Book Viewer window appears.

— Selecting Contacts for N/W-Fax

When you access the Address Book Viewer from the N/W-Fax driver, it allows you to select the contacts from the Address Book Viewer.
After you select contacts that you want to add as recipients, right-click on a recipient name in the right pane and select [Selection] in the context sensitive menu.

SUPPLEMENT: You can also select the recipients by searching the contacts in the Address Book Viewer.
📖 P.88 "Searching Contacts"

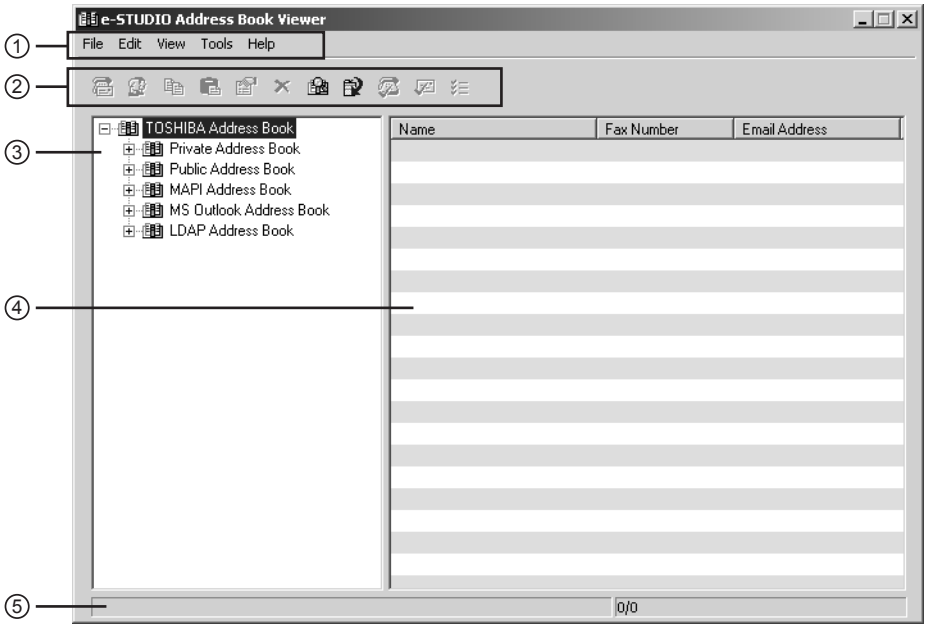
Then the Destinations dialog box appears.



- [Remove] — Click this to remove the selected contacts from the destinations list.
- [OK] — Click this to add these contacts as the destinations.
- [Cancel] — Click this to cancel the selection.
- [Help] — Click this to display the online Help.

About Address Book Viewer Interface

The Address Book Viewer main window consists of following items.



1) Menu Bar
You can perform various functions by selecting a command from the menus.
P.55 "Menu Bar"

2) Toolbar
You can perform general functions quickly by clicking a icon in the tool bar.
P.57 "Toolbar"

3) **Browse Pane**
   You can expand or collapse to view/hide Groups and Contact address book entries. The browse pane contains a tree structure for the following address books:
   - **Private Address Book** — This contains the contacts registered in the associated client address book on your client computer.
   - **Public Address Book** — This contains the contacts registered in the address book in this equipment.
   - **MAPI Address Book** — This contains the contacts in the address book of default mail client in your computer.
   - **MS Outlook Express** — This contains the contacts in the MS Outlook Express address book in your client computer.
   - **LDAP Address Book** — This contains the contacts in specified LDAP server.

4) **Contents Pane**
   The right-hand pane displays non-modifiable, text-only summary information about the currently selected address book entry. Selecting an entry in the browse pane of the address book displays summary information about the entry in the contents pane.

5) **Status Bar**
   This displays the description of selected command in the left side, and the number of the items of the currently selected address book entry in the right side.

Using Commands

Address Book Viewer allows you to perform a wide variety of functions.
You can access all of the commands from menus in the menu bar and from the icons in the tool bar at the top of the Address Book Viewer window. You can also choose commands from context-sensitive menus by right-clicking the browse pane and contents pane.

Menu Bar

The menu bar contains five menus of commands that allow you to perform various functions in Address Book Viewer.

1) **File menu**
   The following commands can be selected in the File menu.
   - **New Contact** — Select this to add new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is the “Location/People” folder or “Private Address Book” object, the contact will be created in the "Location/People" folder. This command is available only when selecting items in the object in the private address book.
   - **New Group** — Select this to add new group in the private address book. This command is available only when selecting the “Group” folder in the private address book.
   - **Properties** — Select this to edit or display the properties of a group or a contact in the private or public address book. This command is available only when selecting a group or a contact in the private or public address book.
   - **Delete** — Select this to delete a group or contacts in the private address book. This command is available only when selecting a group or contacts in the private address book.
   - **Download** — Select this to download the public address book from this equipment.

- **Import -CSV File** — Select this to import the address book data that had been exported as CSV files from e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, GL-1010 address book using the Address Book Viewer. Imported address book appears in the left pane as "Imported Address Book" and it disappears next time you run the Address Book Viewer.
- **Import -vCard File** — Select this to import the address book data that had been exported as vCard files from e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, GL-1010 address book using the Address Book Viewer. Imported address book appears in the left pane as "Imported Address Book" and it disappears next time you run the Address Book Viewer. This command is available only when Microsoft Office XP is installed on your computer.
- **Export - CSV File** — Select this to export the selected address book as a CSV file.
- **Export - vCard File** — Select this to export the selected address book as a vCard file. This command is available only when Microsoft Office XP is installed on your computer.
- **Exit** — Select this to exit the Address Book Viewer.

2) Edit menu

The following commands can be selected in the Edit menu.

- **Copy** — Select this to copy the selected contacts or a group in the clipboard. The contacts or a group copied in the clipboard can be pasted in the private address book. This item is available only when selecting a group or contacts in any address book.
- **Paste** — Select this to paste the contacts or a group copied in the clipboard in the private address book. If the group has been copied, this item is available only when selecting the "Group" folder. If the contacts have been copied, this item is available only when selecting a group or the "Location/People" folder in the private address book.
- **Select All** — Select this to select all contacts displayed in the right pane. This item is available only when browsing groups or contacts.
- **Find** — Select this to find a contact by searching the address book. You can also search the LDAP server to add the contacts in the LDAP Address Book.

3) View menu

The following commands can be selected in the View menu.

- **Toolbar** — Select this to display or hide the toolbar. When the check mark appears in the menu, the toolbar is currently displayed. You can select it again to hide the toolbar.
- **Status Bar** — Select this to display or hide the status bar. When the check mark appears in the menu, the status bar is currently displayed. You can select it again to hide the status bar.
- **Large Icons** — Select this to display the contacts using large icons.
- **Small Icons** — Select this to display the contacts using small icons.
- **List** — Select this to display the contacts in a list.
- **Details** — Select this to display the contacts in a list with detailed information.
- **Sort By - Name** — Select this to sort the contacts alphabetically by the name.
- **Sort By - Fax Number** — Select this to sort the contacts alphabetically by the fax number.
- **Sort By - Email Address** — Select this to sort the contacts alphabetically by the e-mail address.
- **Sort By - Ascending** — Select this to sort the contacts alphabetically in ascending order.
- **Sort By - Descending** — Select this to sort the contacts alphabetically in descending order.

4) **Tools menu**
The following commands can be selected in the Tools menu.
- **LDAP Setting** — Select this to configure the LDAP service to obtain the LDAP address book from the LDAP server.
- **Device Setting** — Select this to find the device to obtain the public address book from this equipment.
- **Converting** — Select this to run the Address Book Converter. Using the Address Book Converter, the address book file of the GL-1010 or GL-1020 that can be created using TopAccess can be converted to the address book file that can be restored or imported to e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, and e-STUDIO280 Series. This command is available only for Windows NT 4.0, Windows 2000, Windows XP, and Windows Server 2003.

5) **Help**
The following commands can be selected in the Help menu.
- **Contents and Index** — Select this to display the Online Help.
- **About TOSHIBA e-STUDIO Address Book** — Select this to display the version information.

Toolbar

You can use following tool icon to perform various functions quickly.

(New Contact) — Click this to add new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is a contact or the address book, the contact will be created in the address book. This icon is available only when selecting items in the private address book.

(New Group) — Click this to add new group in the private address book. This icon is available only when selecting the “Group” folder in the private address book.

(Copy) — Click this to copy the selected contacts or a group in the clipboard. The contacts or a group copied in the clipboard can be pasted in the private address book. This icon is available only when selecting a group or contacts in any address book.

(Paste) — Click this to paste the contacts or a group copied in the clipboard in the private address book. If the group has been copied, this item is available only when selecting the “Group” folder. If the contacts have been copied, this item is available only when selecting a group or "Location/People" folder in the private address book, and selecting a group or “One Touch” folder in the public address book.

(Properties) — Click this to edit or display the properties of a group or a contact. This icon is available only when selecting a group or a contact.

(Delete) — Click this to delete a group or contacts in the private address book. This icon is available only when selecting a group or contacts in the private address book.

(Find) — Click this to find a contact by searching the address book.

(Download) — Click this to download the public address book that you modified to this equipment.

(Fax) — Click this to add the fax numbers of selected contacts as destinations to be sent using the N/W-Fax driver. This icon is available only when accessing the Address Book Viewer from the N/W-Fax driver properties dialog box and selecting contacts.

(Mail) — Click this to add the e-mail addresses of selected contacts as destinations to be sent using the N/W-Fax driver. This icon is available only when accessing the Address Book Viewer from the N/W-Fax driver properties dialog box and selecting contacts.

(Confirm Selection) — Click this to display the Destinations dialog box to confirm the destinations to be sent using the N/W-Fax driver. This icon is available only when accessing the Address Book Viewer from the N/W-Fax driver properties dialog box and any fax numbers or e-mail addresses have been selected as destinations.

Context-Sensitive Menus

You can also use the context-sensitive menu that is displayed by right-click the Address Book Viewer window.
The context-sensitive menu contains different commands when you right-click the left pane or right pane.

— Context-Sensitive Menu on Browse Pane

Following menus are displayed when right-clicking on the left pane.

- **Add - Contact** — Select this to add new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is the "Location/People" or the private address book folder, the contact will be created in the "Location/People" folder. This command is available only when selecting items in the private address book.
- **Add - Group** — Select this to add new group in the private address book. This command is available only when selecting the “Group” folder in the private address book.
- **Copy** — Select this to copy the selected group in the clipboard. The group copied in the clipboard can be pasted in the private address book. This item is available only when selecting a group in any address book.
- **Paste** — Select this to paste the contacts copied in the clipboard in the private address book. This item is available only when selecting a group or the “Location/People” folder in the private address book.
- **Properties** — Select this to edit or display the properties of a group. This command is available only when selecting a group.
- **Delete** — Select this to delete a group in the private address book. This command is available only when selecting a group in the private address book.

— Context-Sensitive Menu on Contents Pane

Following menus are displayed when right-clicking on the right pane.

- **Add** — Select this to add new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is the "Location/People" or the private address book folder, the contact will be created in the "Location/People" folder. This command is available only when selecting items in the private address book.
- **Copy** — Select this to copy the selected contacts in the clipboard. The contacts copied in the clipboard can be pasted in the private address book. This item is available only when selecting contacts in any address book.

- **Paste** — Select this to paste the contacts copied in the clipboard in selected group or "Location/People" folder of the private address book. This item is available only when selecting a group or "Location/People" folder in the private address book.
- **Properties** — Select this to edit or display the properties of a contact in the private address book. This command is available only when selecting a contact in the private address book.
- **Delete** — Select this to delete contacts in the private address book. This command is available only when selecting contacts in the private address book.
- **Select - Fax Number** — Select this to add the fax numbers of selected contacts as destinations to be sent using the N/W-Fax driver. This item is available only when accessing the Address Book Viewer from the N/W-Fax driver properties dialog box and selecting contacts.
- **Select - EMail** — Select this to add the e-mail addresses of selected contacts as destinations to be sent using the N/W-Fax driver. This item is available only when accessing the Address Book Viewer from the N/W-Fax driver properties dialog box and selecting contacts.
- **Selection** — Select this to display the Destinations dialog box to confirm the destinations to be sent using the N/W-Fax driver. This item is available only when accessing the Address Book Viewer from the N/W-Fax driver properties dialog box and any fax numbers or e-mail addresses have been selected as destinations.

Managing Address Book

You can use the Address Book Viewer to manage the private address book, that you can add or edit the contacts and groups as you prefer. The private address book data is stored in your client computer, so that it can be used to manage the contacts and groups for sending a fax or Internet Fax using the N/W-Fax driver.
The Address Book Viewer also display the public address book that is the address book in the compatible TOSHIBA equipment, such as e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, and GL-1010 controller for the e-STUDIO35/45. Using the Address Book Viewer, you can display the contacts or groups in the address book and they can be copied to your private address book.
In addition, you can access the address book data such as other address book application of the default e-mail client in your computer, Microsoft Outlook Address Book, and LDAP directory service running in your network. You cannot add, delete, and edit the data in these address book, but you can copy their address book data to paste these data into the private address book.

About the Address Books

You can manage your address book using following address books:

- Private Address Book can be used as your own address book.
  📖 P.60 "Managing the Private Address Book"
- Public Address Book allows you to display the address book in e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, and GL-1010 controller for the e-STUDIO35/45.
  📖 P.61 "Managing the Public Address Book"
- MAPI Address Book allows you to display the address book data of the default e-mail application in your computer.
  📖 P.66 "Configuring the MAPI Address Book"
- MS Outlook Address Book allows you to display the address book data of Microsoft Outlook Express in your computer.
  📖 P.66 "Managing the Microsoft Outlook Address Book"
- LDAP Address Book allows you to display the address book data which is added from the LDAP servers.
  📖 P.67 "Managing the LDAP Address Book"

Also the Address Book Viewer allows users to import and export the address book data as CSV file or vCard file, so that users can import the CSV file or vCard file which exported from another user's private address book or public address book, and users can export the private address book and public address book for other users.
📖 P.73 "Importing and Exporting the Address Book"

NOTE: Importing and exporting a vCard file is available only when Microsoft Office XP is installed on your computer.

Managing the Private Address Book

You can manage your own address book using the private address book. You can add, delete, and modify the contacts in this address book. You can also create, delete, and modify the groups.
Contacts and groups can be added to this address book by various ways using other address books within the Address Book Viewer. For the instruction to manage the contacts and groups in the private address book, please refer to the following section:
📖 P.75 "Managing Contacts and Groups"

Managing the Public Address Book

In order to access the public address book in e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, and GL-1010 controller for the e-STUDIO35/45, you must configure the connection to the device.
You can configure the connection by searching the device in the network, or entering the IP address of the device manually.
📖 P.61 "Configuring the Connection by Local Discovery"
📖 P.63 "Configuring the Connection by Manual Selection"

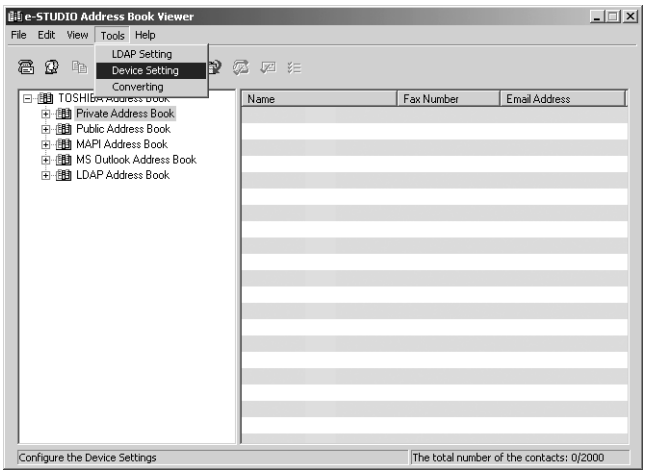
After configuring the connection to the device, the address book data of the device is obtained in the public address book. You can display the address book data and copy them in the private address book.
For the instruction to download the public address book data into the Address Book Viewer, please refer to the following section:
📖 P.65 "Downloading the Public Address Book"

— Configuring the Connection by Local Discovery

You can search the device in your network and configure the connection.

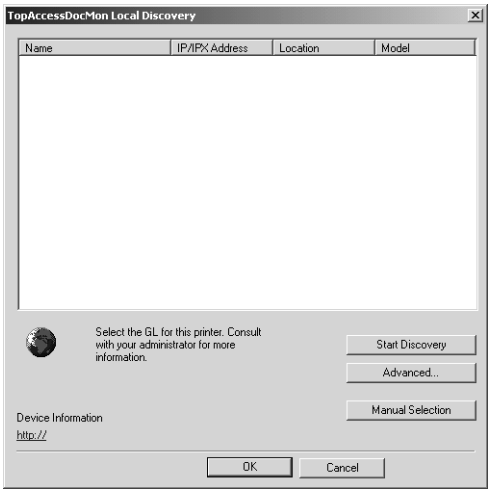
Discovering the device

1. Click the [Tools] menu and select [Device Setting].



- The TopAccessDocMon Local Discovery dialog box appears.

2. Click [Start Discovery] to begin the process.

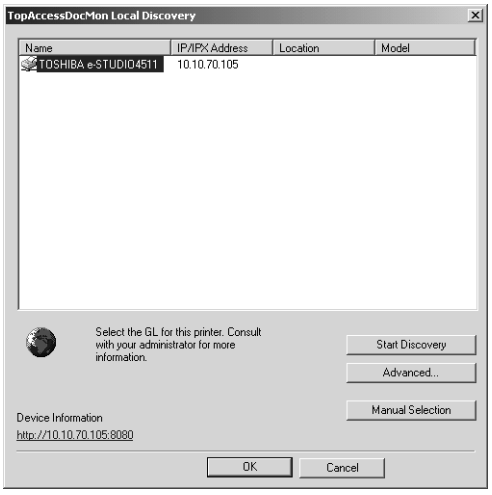


- It locates all the compatible devices in your network.

SUPPLEMENTS:
- You can quit the process by clicking [Stop Discovery].
- If the process continues for a long time, it is because the too many network clients are in the network. In this case, you can configure the discovery settings from [Advanced] button.
📖 P.63 "Configuring Discovery Settings"

3. When the process completes, found printers are listed in the list.

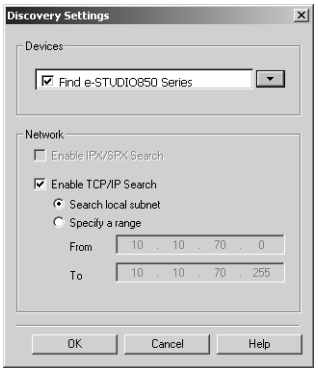
4. Select the device that you want to access from the list and click [OK].



- The Address Book Viewer connects to selected device and obtains the address book data in the Public Address Book.

Configuring Discovery Settings

You can configure the discovery settings.



1) **Devices**
   Click the arrow button to display the pull down list and check the model name that you want to search.

2) **Network - Enable IPX/SPX Search**
   This is disabled because the Address Book Viewer does not support the IPX/SPX connection.

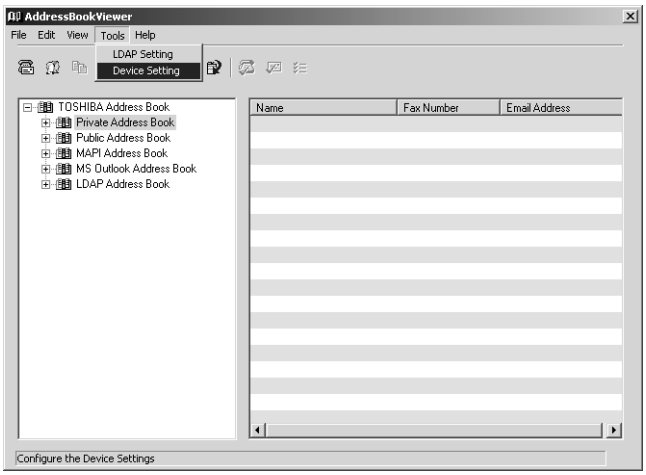
3) **Network - Enable TCP/IP Search**
   Check on this to search devices that connect to the TCP/IP network. This is available only when the TCP/IP protocol is installed in your computer.
   When this is enabled, select how it searches printers in the TCP/IP network.
   - **Search local subnet** — Select this to search devices in local subnet.
   - **Specify a range** — Select this to search devices in specific range of IP addresses. When this is selected, enter the IP addresses in “From” field and “To” field to specify the range.

— Configuring the Connection by Manual Selection

You can configure the connection by entering the IP or IPX address of the device manually.

Configuring the connection manually

1. Click the [Tools] menu and select [Device Setting].

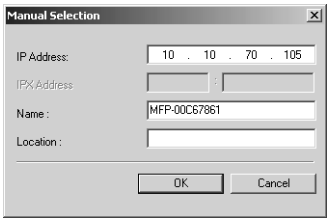


- The TopAccessDocMon Local Discovery dialog box appears.

2. Click [Manual Selection].

- The Manual Selection dialog box appears.

3. Enter each item to specify the printer address.



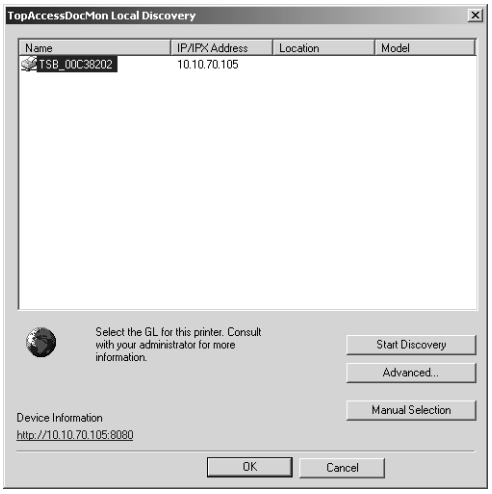
IP Address — Enter the IP address of the printer.
IPX Address — This is disabled because the Address Book Viewer does not support the IPX/SPX connection.
Name — Enter the printer name.
Location — Enter the location of the printer.

NOTE: You must enter “Name” and either “IP Address” or “IPX Address”.

4. Click [OK].

- Entered device is added to the list in the TopAccessDocMon Local Discovery dialog box.

5. Select the entered device name and click [OK].



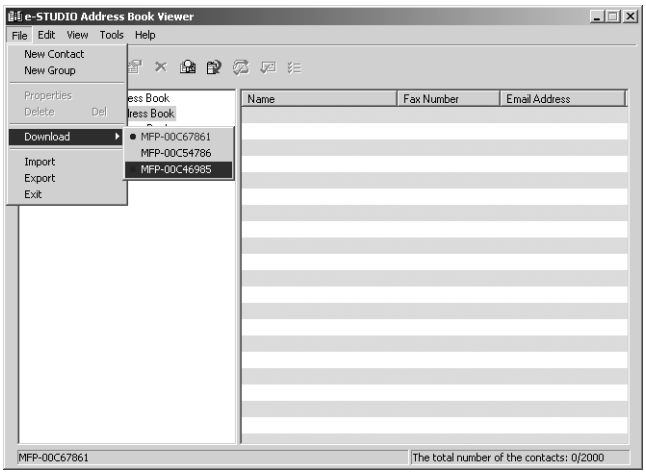
- The Address Book Viewer connects to entered device and obtains the address book data in the Public Address Book.

— Downloading the Public Address Book

You can download the address book data in the equipment to the Address Book Viewer.

Downloading the public address book data

1. **Click the [File] menu, select [Download], and select the device name that you want to download the address book.**



2. **Select “Public Address Book” in the browse pane.**

3. **The Downloading dialog box appears. You can quit downloading the address book data by clicking [Cancel].**

- The public address book data is downloaded from the selected device.

Configuring the MAPI Address Book

The Address Book Viewer automatically access to the address book application of the default e-mail client software using the Messaging API (MAPI).
If the Address Book Viewer prompts an error message when selecting the MAPI Address Book, the default e-mail client software has not been defined in your computer, or the default e-mail software does not support MAPI. In this case, set the MAPI-compliant e-mail software as default e-mail client. For the instruction to set your e-mail application as default e-mail client, refer to the documentation or online help of your e-mail application.
You can use the MAPI address book to copy the contacts and groups to the private address book.
📖 P.79 "Copying Contacts from an Address Book"

Managing the Microsoft Outlook Address Book

The Address Book Viewer automatically access to the Microsoft Outlook Express Address Book to obtain the address book data. You use the MS Outlook address book to copy the contacts and groups to the private address book.
📖 P.79 "Copying Contacts from an Address Book"

Managing the LDAP Address Book

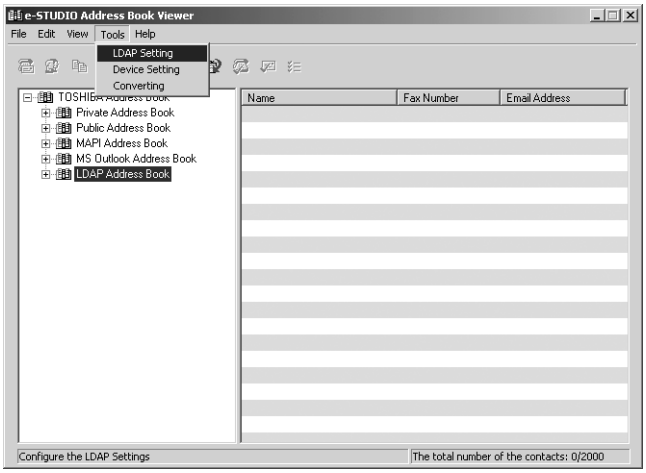
In order to access to the address book data in the LDAP servers, first you must register the LDAP directory services that you want to access.
📖 P.67 "Registering the LDAP Directory Services"
Then search contacts in the LDAP server and add the contacts to the LDAP Address Book.
📖 P.69 "Adding Contacts from LDAP Servers"
You can use the LDAP address book to copy the contacts to the private address book.
📖 P.79 "Copying Contacts from an Address Book"

— Registering the LDAP Directory Services

You can register multiple LDAP directory services.

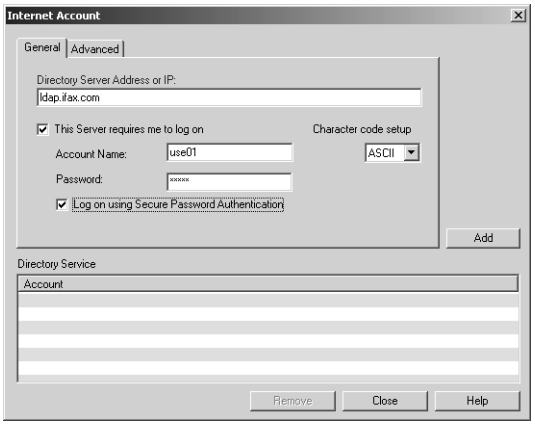
Registering the LDAP directory services

1. Click the [Tools] menu and select [LDAP Setting].



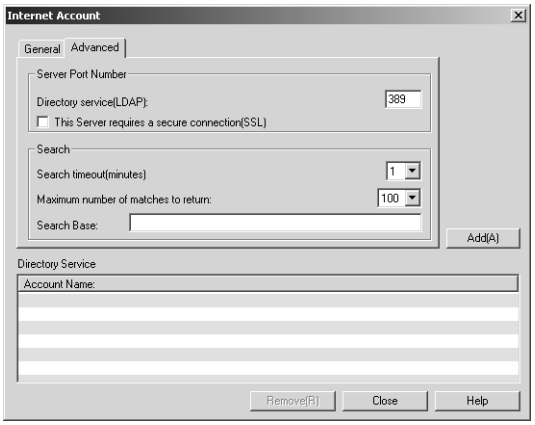
- The Internet Account dialog box appears.

2. In the General tab, enter the items as described below.



Directory Server Address or IP — Enter the server name or IP address of a LDAP server.
This Server requires me to log on — Check this if the LDAP server requires the user name and password to log on.
Account Name — Enter the user name to log on the LDAP server.
Password — Enter the password to log on the LDAP server.
Log on using Secure Password Authentication — Check this to use secure password to log on the LDAP server.
Character code setting — Select the character code for the LDAP server.

3. In the Advanced tab, enter the items as described below.



Server Port Number - Directory service (LDAP) — Enter the port number to access the LDAP server. It shows “389” as a default. Change this number if you are sure the LDAP port number is changed from the default port number on the LDAP server.
Server Port Number - This Server requires a secure connection (SSL) — Check this when you require to access the LDAP server using SSL.
Search - Search timeout — Select the timeout interval for searching.
Search - Maximum number of matches to return — Select maximum numbers for the search results.
Search - Search Base — Enter the search root suffix.

4. Click [Add].

- The entered directory service is added to the Directory Service list.

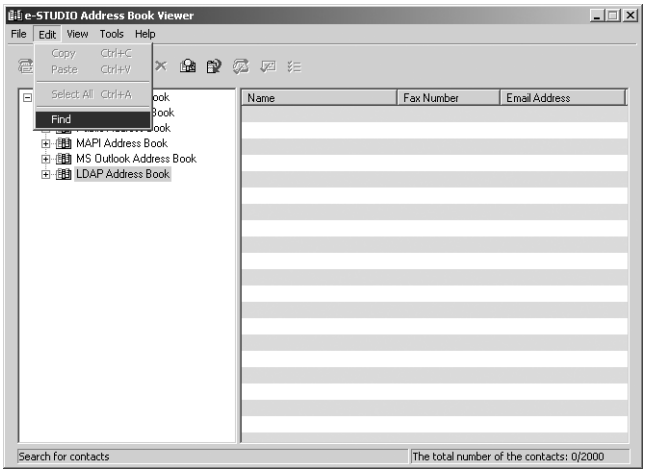
5. **Repeat the procedure from Step 2 to Step 3 until all required directory services are added.**

— Adding Contacts from LDAP Servers

After you register the LDAP directory services, you can search contacts in the LDAP servers and add preferred contacts to the LDAP Address Book.
You can search contacts by the name, fax number, and e-mail address. Also you can search contacts by specifying the detailed search conditions.

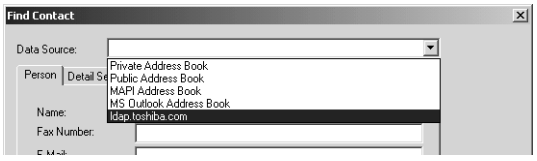
Searching contacts by name, fax number, and e-mail address

1. **Click the [Edit] menu and select [Find].**

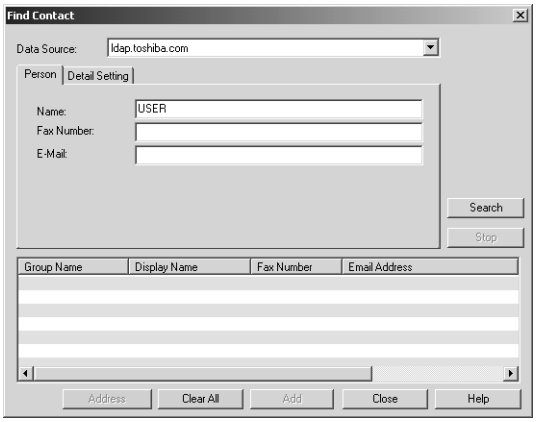


- The Find Contact dialog box appears.

2. **Select a registered directory service in the “Data Source” drop down box.**



3. Display the Person tab and enter search text in the following fields that you require.



Name — Enter the search characters or string to search by the contact name.
Fax Number — Enter the search characters or string to search by the contact fax number.
E-Mail — Enter the search characters or string to search by the contact e-mail address.

NOTE: You must enter data into one of the fields to search contacts. It will search the contacts that contain the entered search strings.

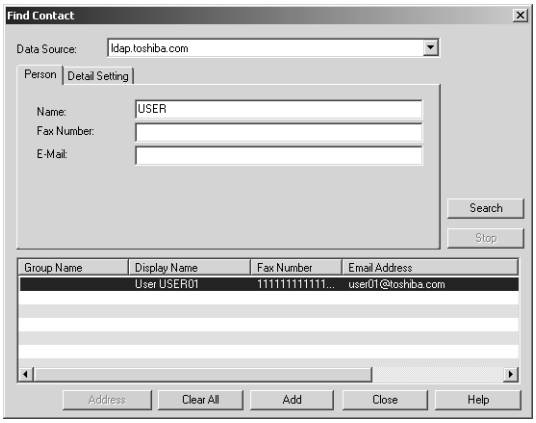
SUPPLEMENT: If you want to clear entered values, click [Clear All].

4. Click [Search].

- It begins searching contacts in the LDAP server. When it completes searching, found contacts appears in the list at the bottom of the dialog box.

SUPPLEMENT: If you want to stop searching, click [Stop].

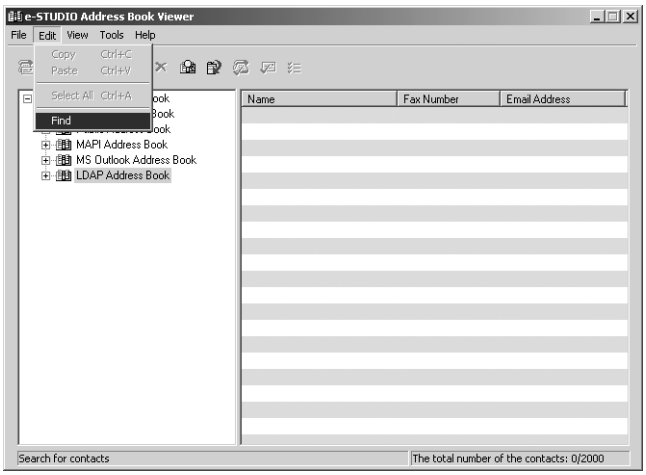
5. Select contacts that you want to add to the LDAP Address Book, and click [Add].



- The selected contacts are added to the LDAP Address Book.

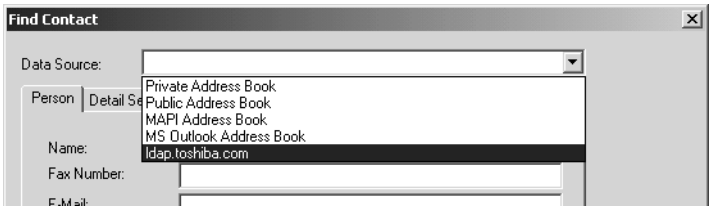
Searching contacts by detailed search conditions

1. Click the [Edit] menu and select [Find].

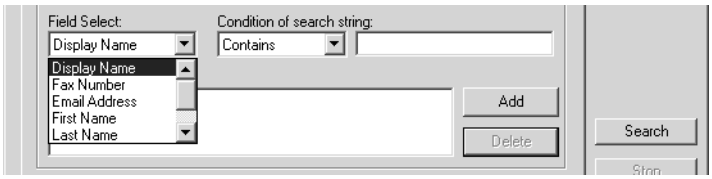


- The Find Contact dialog box appears.

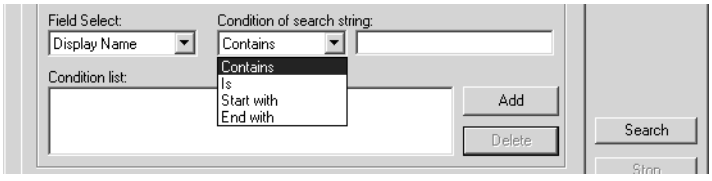
2. Select a registered directory service in the “Data Source” drop down box.



3. Display the Detail Setting tab and select a field to search in the “Field Select” drop down box.

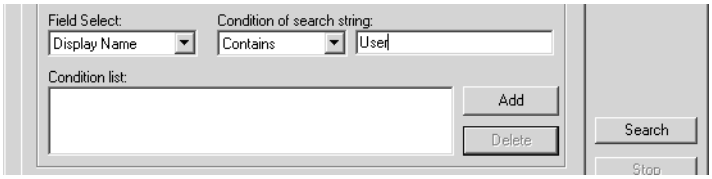


4. Select how it searches contacts in the “Condition of search string” drop down box.



Contains — Select this to search contacts that contain the search string.
Is — Select this to search contacts that completely match the search string.
Start with — Select this to search contacts that start with the search string.
End with — Select this to search contacts that end with the search string.

5. Enter the search string in the next field to the “Condition of search string” drop down box.

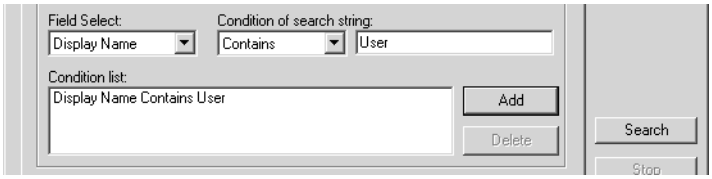


6. Click [Add].

- Specified search condition is added to the condition list.

SUPPLEMENT: If you want to clear entered values, click [Clear All].

7. Repeat the procedure from Step 3 to Step 6 to add all required conditions.



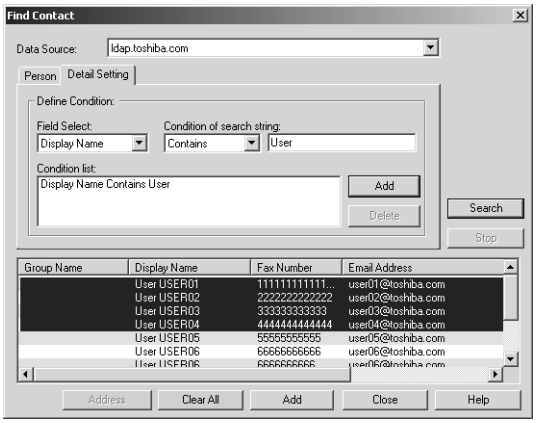
SUPPLEMENT: You can remove the search conditions you have added. To do this, select the condition and click [Delete].

8. Click [Search].

- It begins searching contacts in the LDAP server. When it completes searching, found contacts appear in the list at the bottom of the dialog box.

SUPPLEMENT: If you want to stop searching, click [Stop].

9. Select contacts that you want to add to the LDAP Address Book, and click [Add].



- The selected contacts are added to the LDAP Address Book.

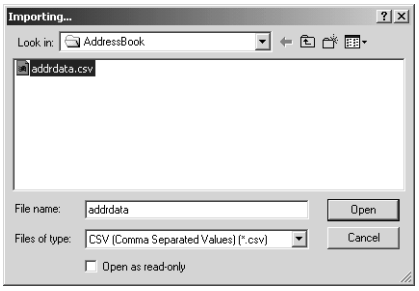
Importing and Exporting the Address Book

The Export feature of the Address Book Viewer allows you to create a CSV file or vCard file of your selected address book, and it can be imported to other user's Address Book Viewer. The Import/Export feature is useful when users want to share the address book data.

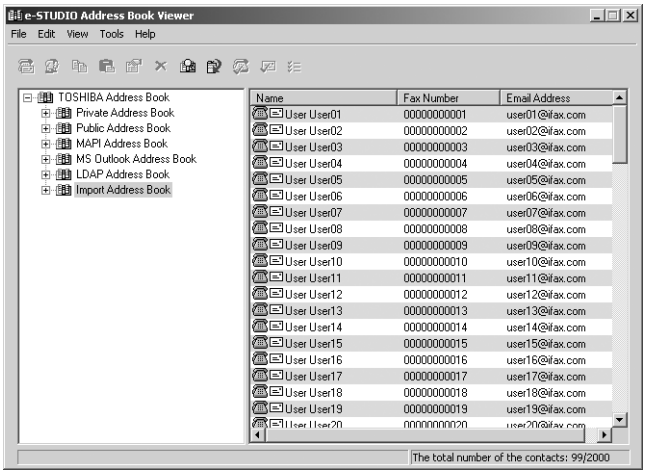
NOTES:
- The CSV file to import the Address Book Viewer must be created as the comma separated file in the following format:

```
Group Name,Contact Key,Prefix,First Name,Last Name,Suffix,Display Name,Company Name,Department Name,First Fax Number,Second Fax Number,Email Address,Furigana,One Touch ID,Notes,Attenuation,Error Correction Mode,Fax Mode,Line Monitor,Line Selection,Option Type,Oversea Calls,Print Transmission Report,Short Protocol,Transmission Type,UseDeviceSettings,UseSubAddSID,Compression,PageWidth,Resolution,Password,SenderIdentification,SEP,SubAddress
,1,,User01,User,,User01 User,12345COMPANY,Dept01,00000000001,,user01@ifax.com,,1,,0,1,0,0,2,0,0,0,0,1,0,0,0,0,0,,,,
,2,,User02,User,,User02 User,12345COMPANY,Dept02,00000000002,,user02@ifax.com,,2,,0,1,0,0,2,0,0,0,0,1,0,0,0,0,0,,,,
Group1,1,1,,,,
```

2. Locate the folder where the CSV file or vCard file is stored, and select the file type (CSV or vCard) in the “Files of type” drop down box. Then select the file and click [Open].



3. The address book data is imported and “Import Address Book” is added in the left pane.



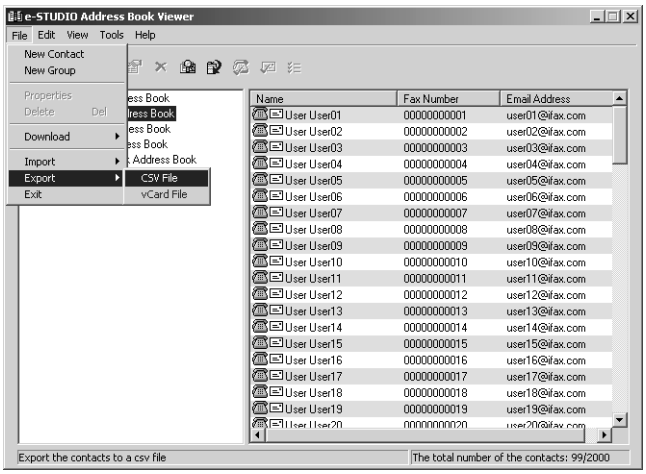
- If you have already been import an address book before, contacts information is added to the existing import address book.

SUPPLEMENT: If one or more records have been skipped during the import process, it may be due to one of following reasons:

- Record already exists.
- Group name contains an invalid character.
- Fax number is invalid.

Exporting the address book as a CSV file or vCard File

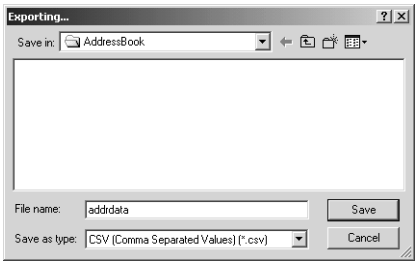
1. **Click the [File] menu and select [Export] and [CSV File] or [vCard File].**



- The Exporting dialog box appears.

NOTE: The [vCard File] command will appear only when Microsoft Office XP is installed on your computer.

2. **Locate the folder where you want to save the CSV file or vCard File, and select the file type (CSV or vCard) in the "Save as type" drop down box. Then enter the file name and click [Save].**



- The private address book is exported as a CSV file or vCard file.

Managing Contacts and Groups

Users can create contact and group entries to the private address book that can be accessed from your desktop.
Under the Private Address Book folder, there are two containers, "Group" and "Location/People".
The "Location/People" folder contains individual contact information. The Group folder contains the groups and it can contain the individual contact information in each group.

Managing Contacts

You can add contacts to the "Location/People" folder and each created groups in the Private Address Book.

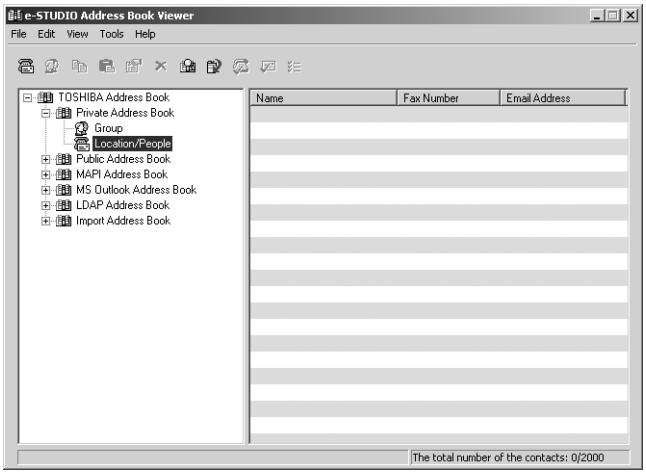
There are several ways to add the contact to the container.
📖 P.76 "Adding Contacts Manually"
📖 P.79 "Copying Contacts from an Address Book"
Also you can modify or delete contacts in the private address book.
📖 P.81 "Displaying or Modifying Contacts Properties"
📖 P.84 "Removing Contacts"

— Adding Contacts Manually

You can add new contacts to the “Location/People” folder in the private address book. Also you can add new contacts to groups created in the private address book.

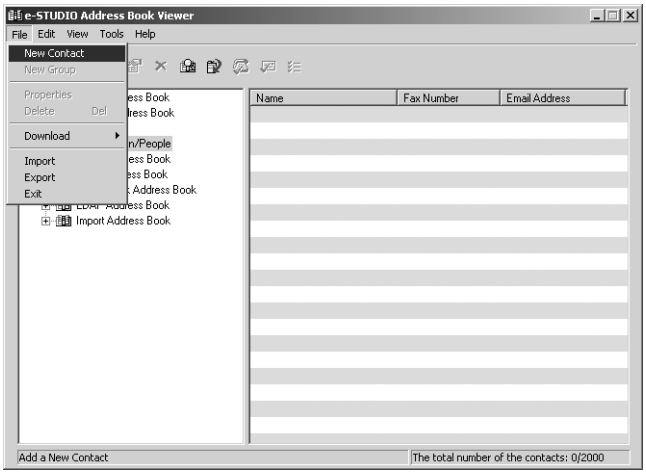
Adding a new contact manually

1. Select the folder that you want to add new contact in the left pane.



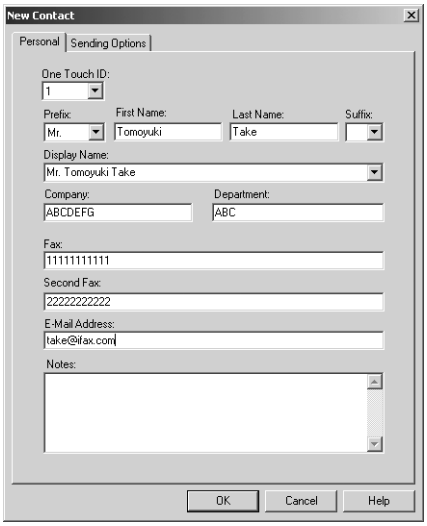
- If you want to add new individual contact in the private address book, select the “Location/People” folder under “Private Address Book” folder.
- If you want to add new contact to the group in the private address book, select a group that you want to add a contact in the “Group” folder under “Private Address Book” folder.

2. Click the [File] menu and select [New Contact].



- The New Contact dialog box appears.

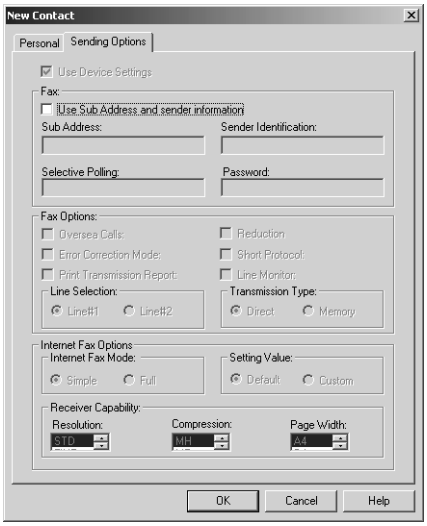
3. In the Personal tab, enter items as described below.



One Touch ID — Select the one touch ID number for the contact (if desired).
Prefix — Select the prefix for the contact.
First Name — Enter the first name of the contact. You can enter up to 32 characters.
Last Name — Enter the last name of the contact. You can enter up to 32 characters.
Suffix — Select the suffix for the contact.
Display Name — The display name is automatically entered as "[Prefix] [First Name] [Last Name] [Suffix]". You can also edit the name as you prefer. You can enter up to 100 characters.
Company — Enter the company name of the contact. You can enter up to 64 characters.
Department — Enter the department name of the contact. You can enter up to 64 characters.
Fax — Enter the 1st fax number of the contact. You can enter up to 128 characters includes numbers and the following symbols: +, -, [space], *, #
To add a 3 second pause to a fax telephone number, place a hyphen (-) at the desired point in the number.
Second Fax — Enter the 2nd fax number of the contact. You can enter up to 128 characters includes numbers and the following symbols: +, -, [space], *, #
To add a 3 second pause to a fax telephone number, place a hyphen (-) at the desired point in the number.
E-mail Address — Enter the e-mail address of the contact. You can enter up to 192 characters with at least one @.
Notes — Enter the notes for the contact. You can enter up to 256 characters.

NOTE: You must enter "Last Name" and either "First Tel" or "E-mail Address".

4. In the Sending Options tab, enter items as described below as required.



Use Sub Address and sender information — Check this to enable subaddress transmission for this contact. When this is checked, documents will be always sent using the specified sub address and SID. Also you can use this contact to perform polling transmission from the mailbox in the remote facsimile using the specified sub address and password.
Sub Address — Enter the sub address or mailbox number of remote facsimile where a document will be sent. This can be entered only when “Use Sub Address and sender information” is enabled.
Sender Identification — Enter the security password for the sub address if required. This can be entered only when “Use Sub Address and sender information” is enabled.

NOTE: Other items in this tab cannot be modified.

5. Click [OK].

- The contact is added to the list in the selected folder.

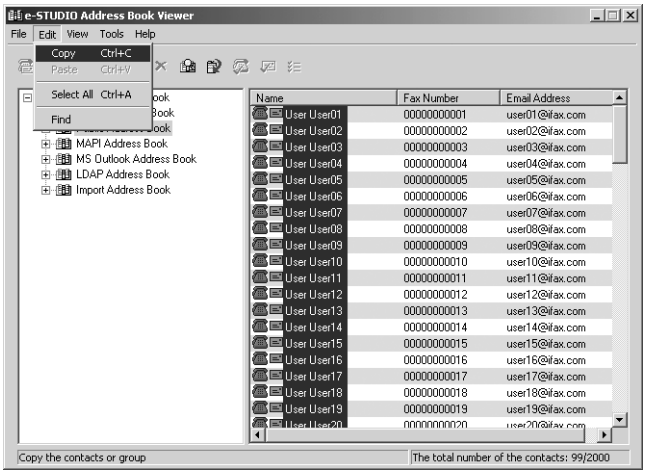
— Copying Contacts from an Address Book

You can also add contacts to the private address book and public address book by copying contacts from another address book folder.

Copying contacts from another address book folder

1. Browse to the folder that contains the contacts you want to copy, and select the contacts in the right pane.

2. Click the [Edit] menu and select [Copy].

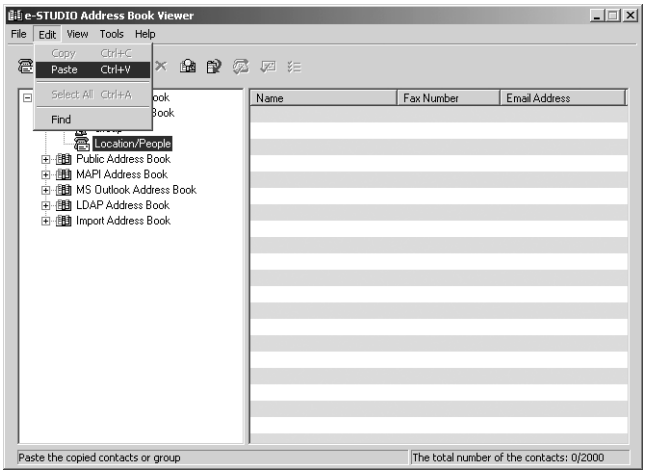


- The selected contacts are copied in the clipboard.

3. Select a folder that you want to add the copied contacts in the left pane.

- If you want to copy individual contacts in the private address book, select the “Location/People” folder under “Private Address Book” folder.
- If you want to copy contacts to the group in the private address book, select a group that you want to add contacts in the “Group” folder under “Private Address Book” folder.
- If you want to copy individual contacts in the public address book, select the “One Touch” folder under “Public Address Book” folder.
- If you want to copy contacts to the group in the public address book, select a group that you want to add a contact in the “Group” folder under “Public Address Book” folder.

4. Click the [Edit] menu and select [Paste].



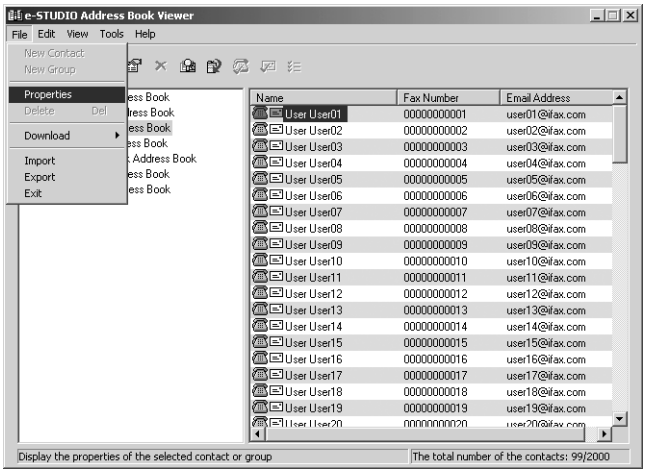
- Copied contacts are added to the list in the selected folder.

— Displaying or Modifying Contacts Properties

You can display the properties of contacts in any address book. You can also edit the properties of contacts in the private address book.

Displaying or modifying the contact properties

1. **Browse to the folder that contains the contacts you want to display or modify, and select the contact in the right pane.**
2. **Click the [File] menu and select [Properties].**



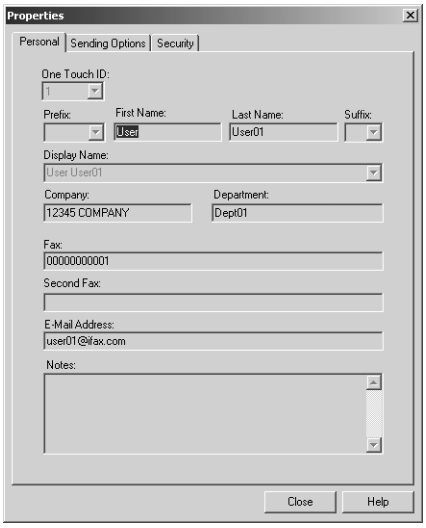
- The Properties dialog box appears.

In the Properties dialog box, you can modify the settings of the contacts in the private address book only. When you display the Contact dialog box of the contacts in any other address books, you cannot modify the settings.
The Properties dialog box contains the Personal tab, Sending Options tab, and Security tab.

SUPPLEMENT: The tabs that will be displayed vary based on the type of the address book that the contact is chosen from.

Personal Tab

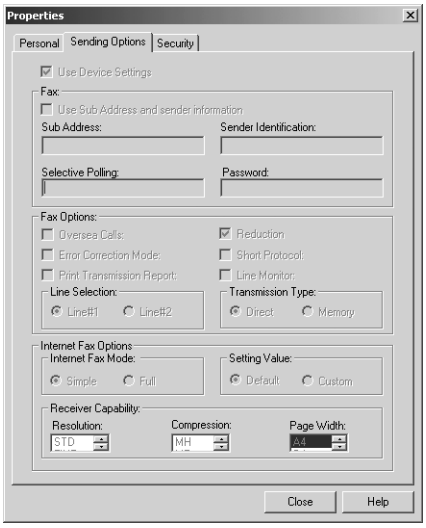
In the Personal tab, following items are displayed:



SUPPLEMENT: When displaying the properties of a contact in the private address book, you can modify all items.

- **One Touch ID** — Display the one touch ID number for the contact.
- **Prefix** — Display the prefix for the contact.
- **First Name** — Display the first name of the contact.
- **Last Name** — Display the last name of the contact.
- **Suffix** — Display the suffix for the contact.
- **Display Name** — Display the display name of the contact.
- **Company** — Display the company name of the contact.
- **Department** — Display the department name of the contact.
- **Fax** — Display the 1st fax number of the contact.
- **Second Fax** — Display the 2nd fax number of the contact.
- **E-mail Address** — Display the e-mail address of the contact.
- **Notes** — Display the notes for the contact.

Sending Options tab
In the Sending Options tab, following items are displayed:

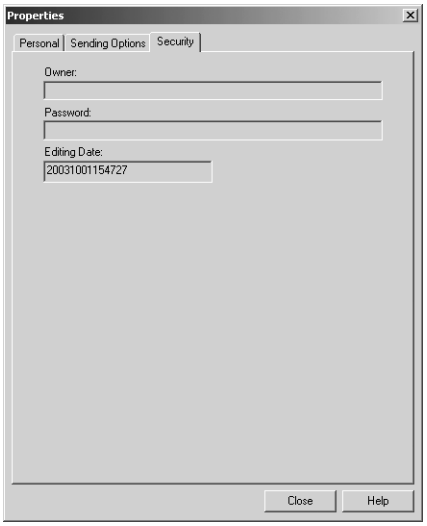


SUPPLEMENT: When displaying the properties of a contact in the private address book, you can modify the following settings:
- Use Sub Address and sender information
- Sub Address
- Sender Identification

- **Use Device Settings** — This is checked when the contact is set to use the device settings rather than using the settings on this tab.
- **Use Sub Address and sender information** — This is checked when the subaddress transmission for this contact is enabled. When this is checked, a document will be always sent using the specified sub address and SID. Also you can use this contact to perform polling transmission from the mailbox in the remote facsimile using the specified sub address and password.
- **Sub Address** — Display the sub address or mailbox number of remote facsimile where a document will be sent.
- **Sender Identification** — Display the security password for the sub address if required.
- **Selective Polling** — Display the mailbox number of remote facsimile where a document will be retrieved.
- **Password** — Display the password for the selective polling if required.
- **Overseas Calls** — This is checked when calling the contact fax number will be oversea call.
- **Error Correction Mode** — This is checked when the ECM for this contact is enabled.
- **Print Transmission Report** — This is checked when printing the transmission report after the transmission is enabled.
- **Reduction** — This is checked when the attenuation is enabled.
- **Short Protocol** — This is checked when the short protocol is enabled.
- **Line Monitor** — This is checked when the Line Monitor for the fax transmission is enabled.
- **Line Selection** — Display whether the line 1 or line 2 is used for the fax transmission. The line 2 can be selected only when optional Line 2 board is installed.
- **Transmission Type** — Display whether the memory transmission or direct transmission is used for the transmission.

- **Internet Fax Mode** — Display whether the simple mode or full mode is used for the Internet Fax transmission.
- **Setting Value** — Display whether to use auto detect receiver capability or manual settings for the Internet Fax transmission. When “Default” is selected, it enable auto detect receiver capability for the Internet Fax transmission. When “Custom” is selected, it uses custom settings specified in the “Receiver Capability” option for the Internet Fax transmission.
- **Receiver Capability** — Display the receiver capabilities settings, such as resolution, compression, and page width. These are applied to the transmissions only when “Custom” is selected in the “Setting Value” option.

Security Tab
In the Security tab, following items are displayed:



- **Owner** — Display the owner name of this contact.
- **Password** — Display the password of this contact.
- **Editing Date** — Display the date that this contact is created.

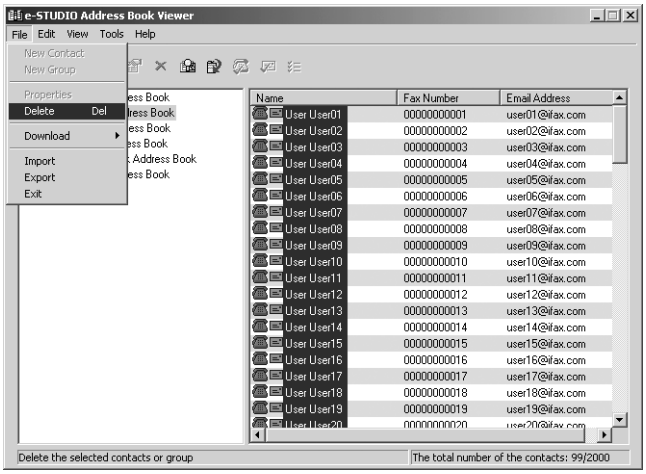
— Removing Contacts

You can remove contacts from the private address book.

Removing contacts from address book

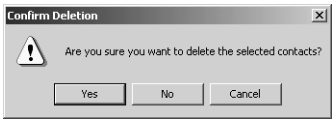
1. **Browse the folder that contains contacts you want to remove, and select contacts in the right pane.**

2. Click the [File] menu and select [Delete].



- The Confirmation Deletion dialog box appears.

3. Click [Yes].



- The selected contacts are deleted.

Managing Groups

You can add groups to the “Group” folder in the Private Address Book. Groups can be used for multiple transmission.
📖 P.85 "Creating Groups"
Also you can modify or delete contacts in the private address book.
📖 P.86 "Modifying Groups Properties"
📖 P.87 "Removing Groups"

After you create a group, you can add or delete contacts in the group. For the instruction to add contacts in a group, please refer to the following section.
📖 P.75 "Managing Contacts"

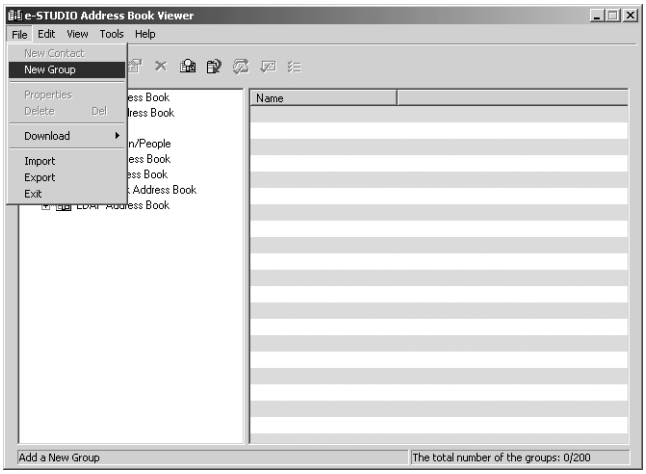
— Creating Groups

You can create groups in the “Group” folder in the private address book.

Creating groups

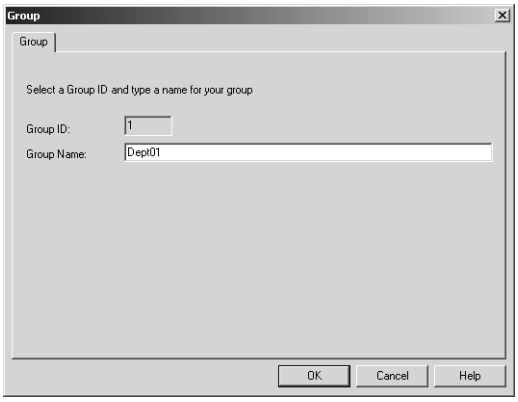
1. Select the “Group” folder either in the “Private Address Book” folder.

2. Click the [File] menu and select [New Group].



- The Group dialog box appears.

3. Enter a group name in the “Group Name” field.



- The “Group ID” field displays the Group ID number automatically detected.

4. Click [OK].

- The group is created in the selected “Group” folder.

5. Continue to add contacts to the group.

P.75 "Managing Contacts"

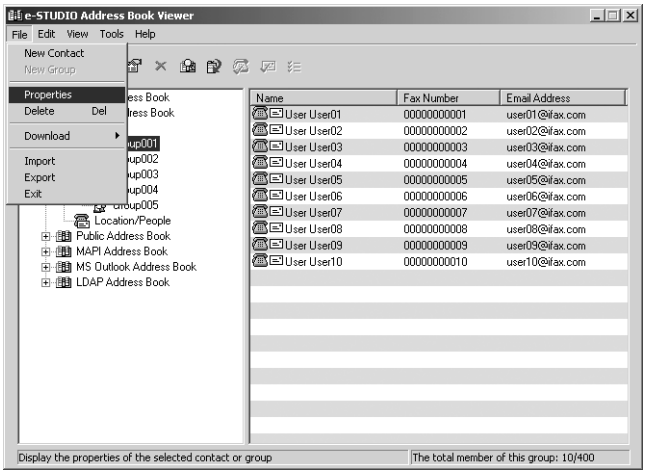
— Modifying Groups Properties

You can change the group name of the groups in the private address book. You can also display the properties of a group in the public address book.

Modifying the group properties

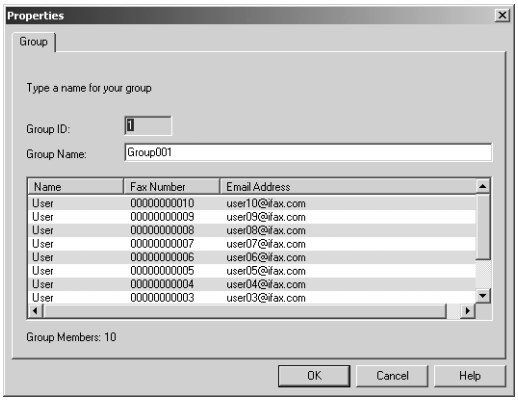
1. Select the group that you want to display or modify the group properties in the “Group” folder either of the private address book and public address book.

2. Click the [File] menu and select [Properties].



- The Group dialog box appears.

3. When you display the properties of the group in the private address book, modify the group name in the “Group Name” field and click [OK].



- The group name of selected group is modified.

NOTE: You cannot modify the group of the public address book.

— Removing Groups

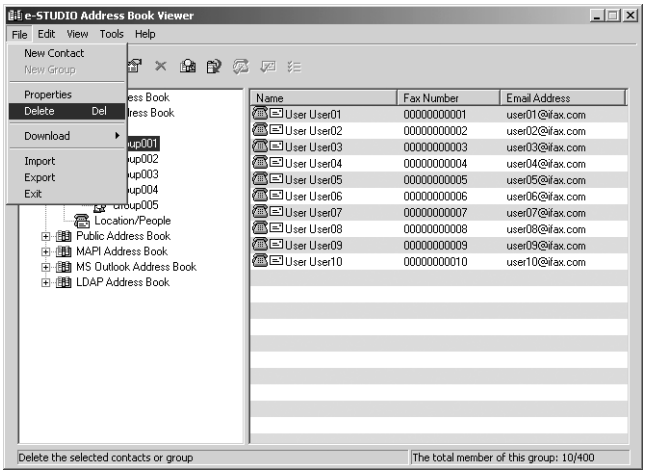
You can delete groups in the private address book.

NOTE: When you delete a group, contacts added in the group are also deleted.

Removing a group

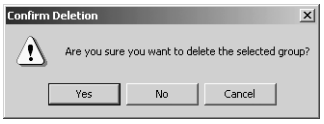
1. Select the group that you want to delete in the “Group” folder of the private address book.

2. Click the [File] menu and select [Delete].



- The Confirm Deletion dialog box appears.

3. Click [Yes].



- The selected group is deleted.

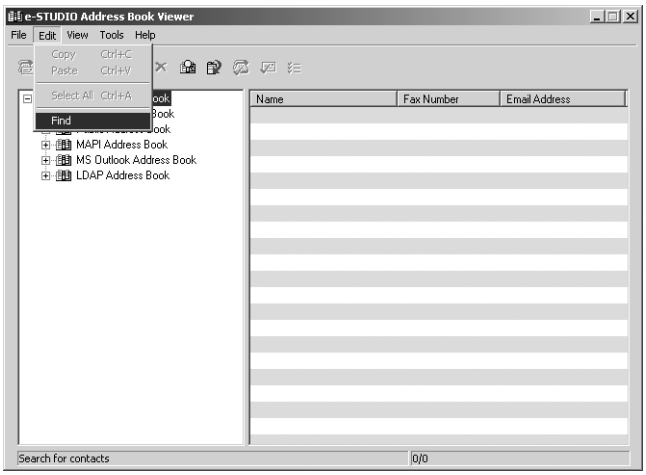
Searching Contacts

In order to quickly locate contacts you can search the Address Book database. You simply type in a string or letters to be used to search the database. The Address Book Viewer will search for any entry that contains the specified string.
You can search contacts by the name, fax number, and e-mail address. Also you can search contacts by specifying the detailed search conditions.

SUPPLEMENT: If the Address Book Viewer is launched by clicking [Select From Address Book] in the N/W-Fax driver, you can add the searched contacts as recipients for N/W-Fax.

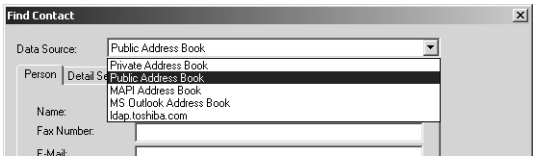
Searching contacts by name, fax number, and e-mail address

1. Click the [Edit] menu and select [Find].

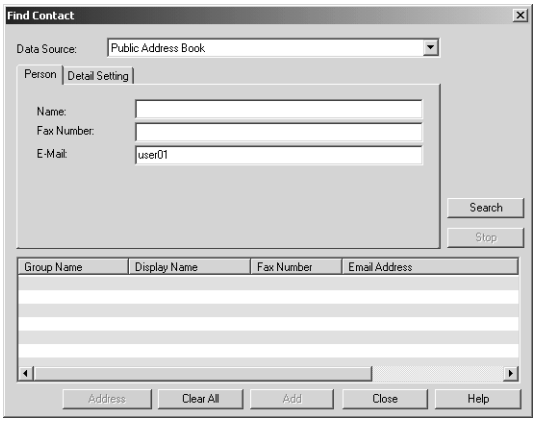


- The Find Contact dialog box appears.

2. Select a address book to search contacts in the “Data Source” drop down box.



3. Display the Person tab and enter search text in the following fields that you require.



Name — Enter the search characters or string to search by the first name.
Fax Number — Enter the search characters or string to search by the contact fax number.
E-Mail — Enter the search characters or string to search by the contact e-mail address.

NOTE: You must enter one of the field to search contacts. It will search the contacts that have exactly same name, fax number, or e-mail address as the entered search strings.

SUPPLEMENT: If you want to clear entered values, click [Clear All].

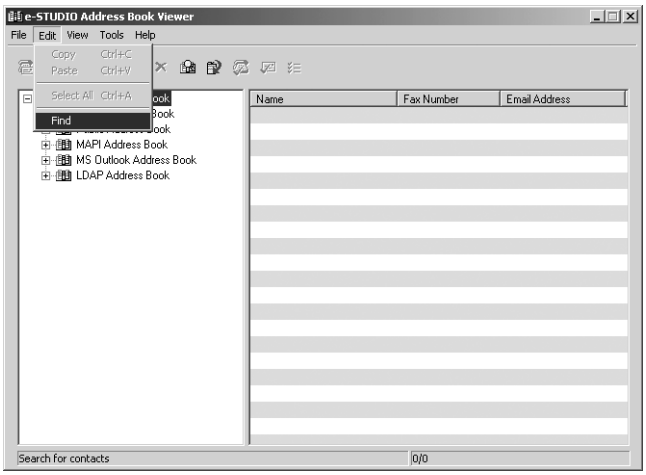
4. Click [Search].

- It begins searching contacts in the selected address book. When it completes searching, found contacts appear in the list at the bottom of the dialog box.
- If the Address Book Viewer is launched by clicking [Select From Address Book] in the N/W-Fax driver, you can add the searched contacts as recipients for N/W-Fax.
  📖 P.93 "Adding contacts as recipients for N/W-Fax"

SUPPLEMENT: If you want to stop searching, click [Stop].

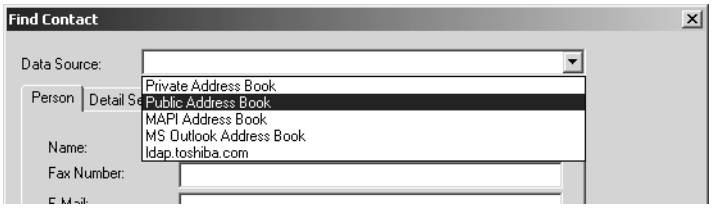
Searching contacts by detailed search conditions

1. Click the [Edit] menu and select [Find].

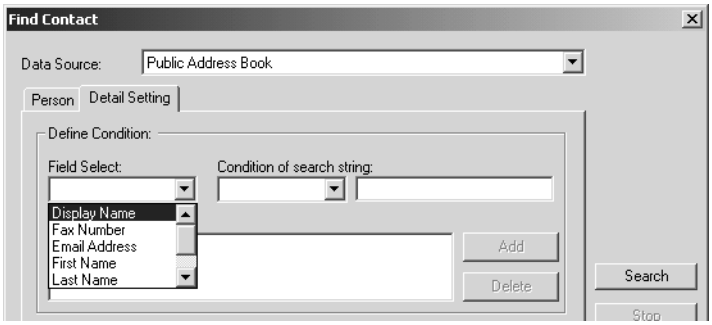


- The Find Contact dialog box appears.

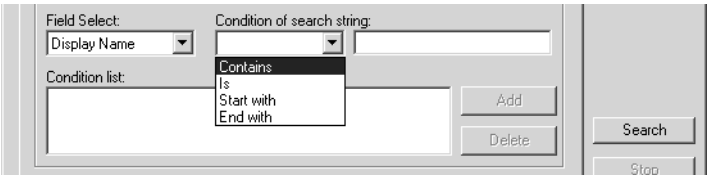
2. Select a address book to search contacts in the “Data Source” drop down box.



3. Display the Detail Setting tab and select a field to search in the “Field Select” drop down box.

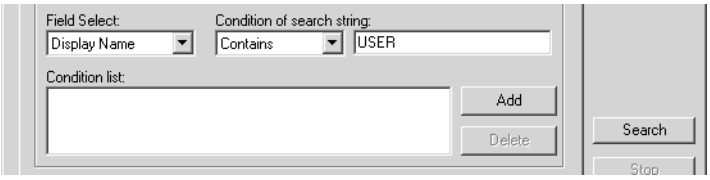


4. Select how it searches contacts in the “Condition of search string” drop down box.



Contains — Select this to search contacts that contain the search string.
Is — Select this to search contacts that completely match the search string.
Start with — Select this to search contacts that start with the search string.
End with — Select this to search contacts that end with the search string.

5. Enter the search string in the next field to the “Condition of search string” drop down box.

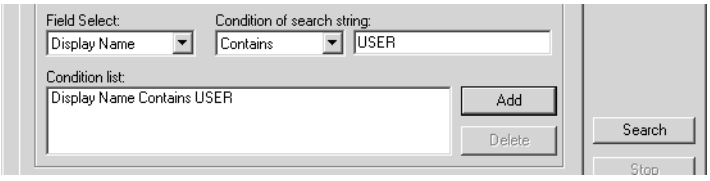


6. Click [Add].

- Specified search condition is added to the condition list.

SUPPLEMENT: If you want to clear entered values, click [Clear All].

7. Repeat the procedure from Step 3 to Step 6 to add all required conditions.



SUPPLEMENT: You can remove the search conditions you have added. To do this, select the condition and click [Delete].

8. Click [Search].

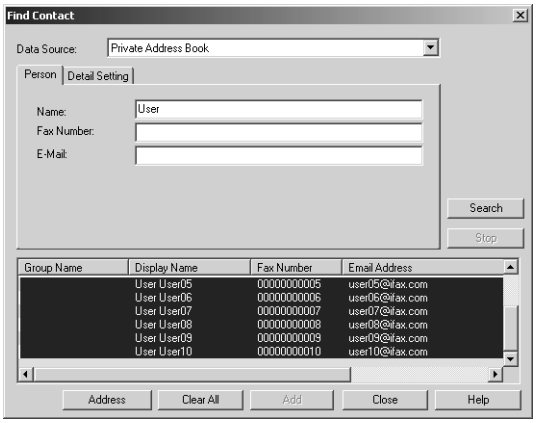
- It begins searching contacts in the selected address book. When it completes searching, found contacts appear in the list at the bottom of the dialog box.
- If the Address Book Viewer is launched by clicking [Select From Address Book] in the N/W-Fax driver, you can add the searched contacts as recipients for N/W-Fax.
  📖 P.93 "Adding contacts as recipients for N/W-Fax"

SUPPLEMENT: If you want to stop searching, click [Stop].

Adding contacts as recipients for N/W-Fax

If the Address Book Viewer is launched by clicking [Select From Address Book] in the N/W-Fax driver, you can add the searched contacts as recipients for N/W-Fax.

1. Select the searched contacts and click [Address].



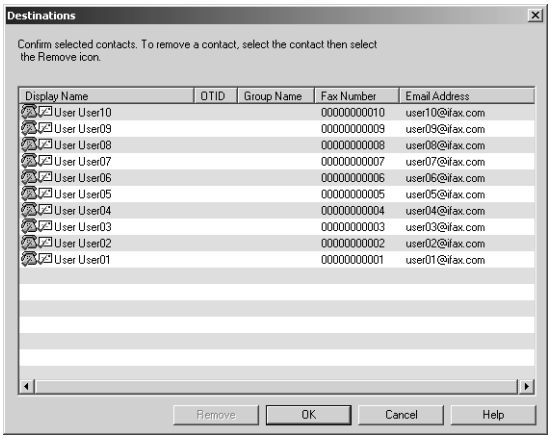
- The Type Selection dialog box appears.

2. Check the “Email Address” check box if you want to add the Email address of the selected contacts as the destinations, and check the “Fax Number” check box if you want to add the fax number of the selected contacts as the destinations.

3. Click [OK].

- The Destinations dialog box appears.

4. Click [OK].



- The selected contacts are added as recipients for N/W-Fax.

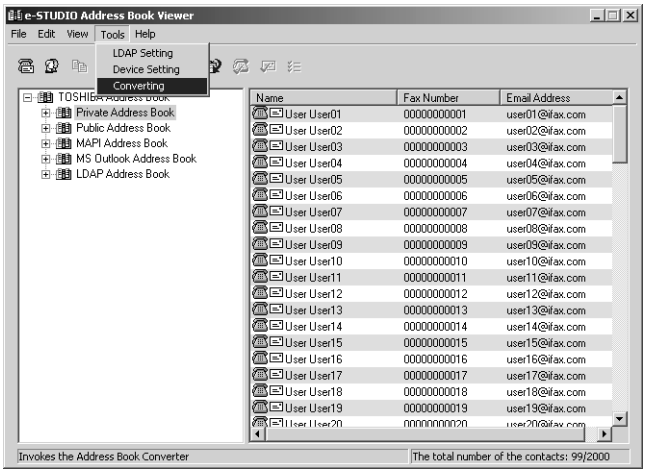
Converting the Address Book Data

Using the Address Book Converter, users can convert the GL-1010 or GL-1020 address book file to the file that can be restored or imported to the e-STUDIO850 Series, e-STUDIO4511 Series, e-STUDIO450 Series, or e-STUDIO280 Series.
The Address Book Converter can convert the two kinds of the address book file that is created from the GL-1010 or GL-1020 address book; one is the Address Book Converter file (*.abc) that can be created using the backup function of the TopAccess, and the other is the CSV file that is created using the export function of the TopAccess.
📖 P.94 "Converting from an address book converter file"
📖 P.97 "Converting from a CSV file"

NOTE: The Address Book Converter can be launched only on Windows NT 4.0, Windows 2000, Windows XP, and Windows Server 2003.

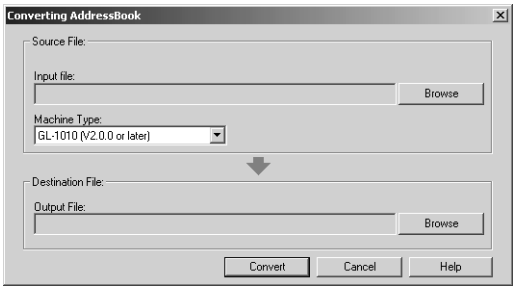
Converting from an address book converter file

1. Click the [Tools] menu and select [Converting].

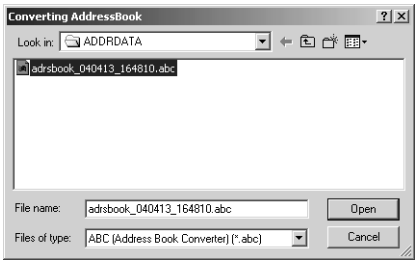


- The Converting AddressBook dialog box appears.

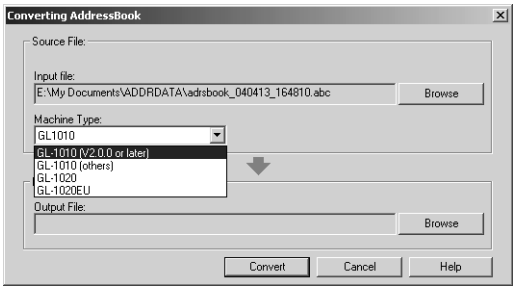
2. **Click [Browse] at the next of the “Input file” field.**



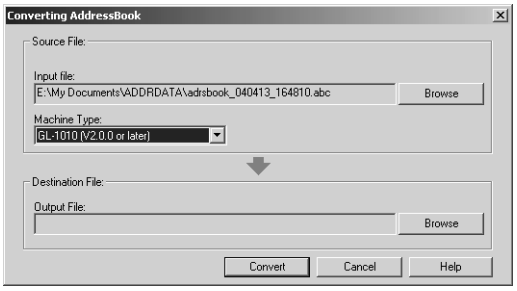
3. **Locate the folder that contains the address book converter file (*.abc). Select “ABC (Address Book Converter) (*.abc)” in the “Files of type” drop down box, select the file, and click [Open].**



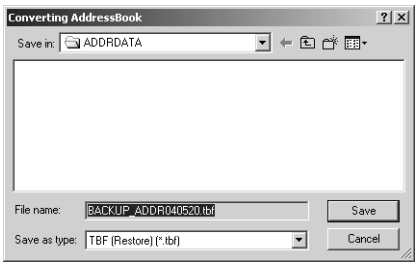
4. **Select the model name that the selected file is originally created from in the “Machine Type” drop down box.**



5. **Click [Browse] at the next of the “Output File” field.**

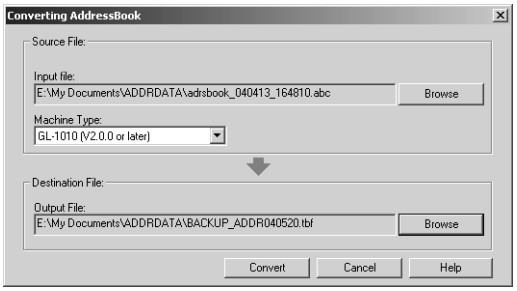


6. Locate the folder where you want to save a converted file. Select “TBF (Restore) (*.tbf)” in the “Save as type” drop down box and click [Save].



NOTE: When you selected an Address Book Converter file for the input file, do not specify “CSV (Comma Separated Values) (*.csv)” in the “Save as type” drop down box. The Address Book Converter file cannot convert to a CSV file.

7. Click [Convert].



- It starts converting a file.

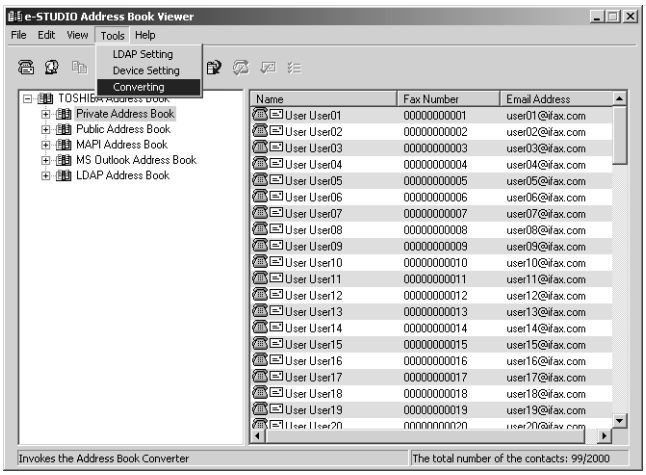
8. Click [OK].

- The file is converted and saved in the selected folder.

SUPPLEMENT: After you convert the file, you can restore or import the address book into the equipment using the restore or import function of the TopAccess. For instructions on how to restore or import the address book, refer to the ***TopAccess Guide***.

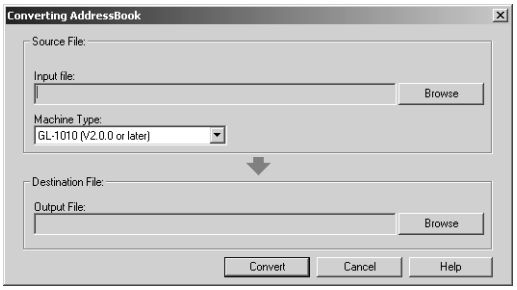
Converting from a CSV file

1. Click the [Tools] menu and select [Converting].

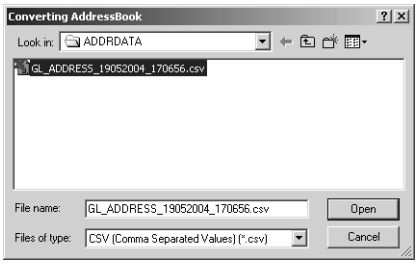


- The Converting AddressBook dialog box appears.

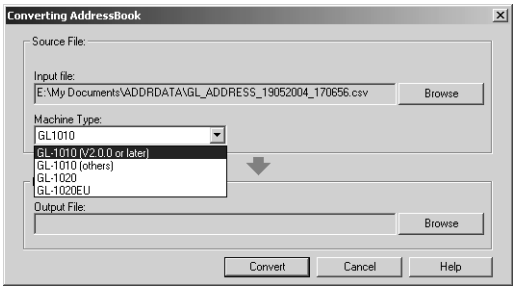
2. Click [Browse] at the next of the “Input file” field.



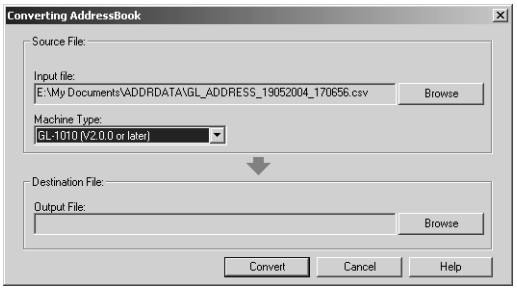
3. Locate the folder that contains the CSV file. Select “CSV (Comma Separated Values) (*.csv)” in the “Files of type” drop down box, select the file, and click [Open].



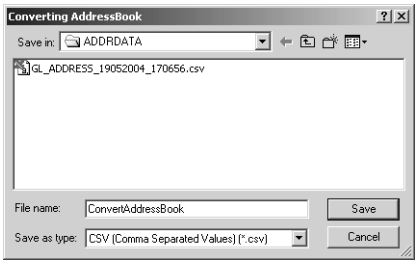
4. Select the model name that the selected file is originally created from in the “Machine Type” drop down box.



5. Click [Browse] at the next of the “Output File” field.

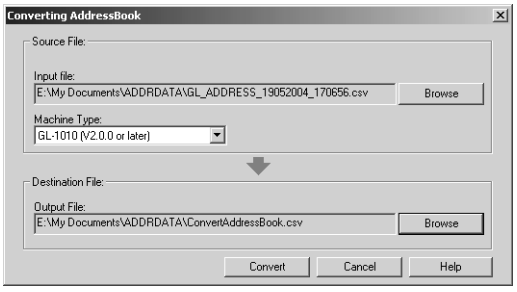


6. Locate the folder where you want to save a converted file. Select “CSV (Comma Separated Values) (*.csv)” in the “Save as type” drop down box, enter the file name in the “File name” field, and click [Save].



NOTE: When you selected a CSV file for the input file, do not specify “TBF (Restore) (*.tbf)” in the “Save as type” drop down box. The CSV file cannot convert to a Restore file.

7. Click [Convert].



- It starts converting a file.

8. Click [OK].

- The file is converted and saved in the selected folder.

SUPPLEMENT: After you convert the file, you can restore or import the address book into the equipment using the restore or import function of the TopAccess. For instructions on how to restore or import the address book, refer to the ***TopAccess Guide***.

5

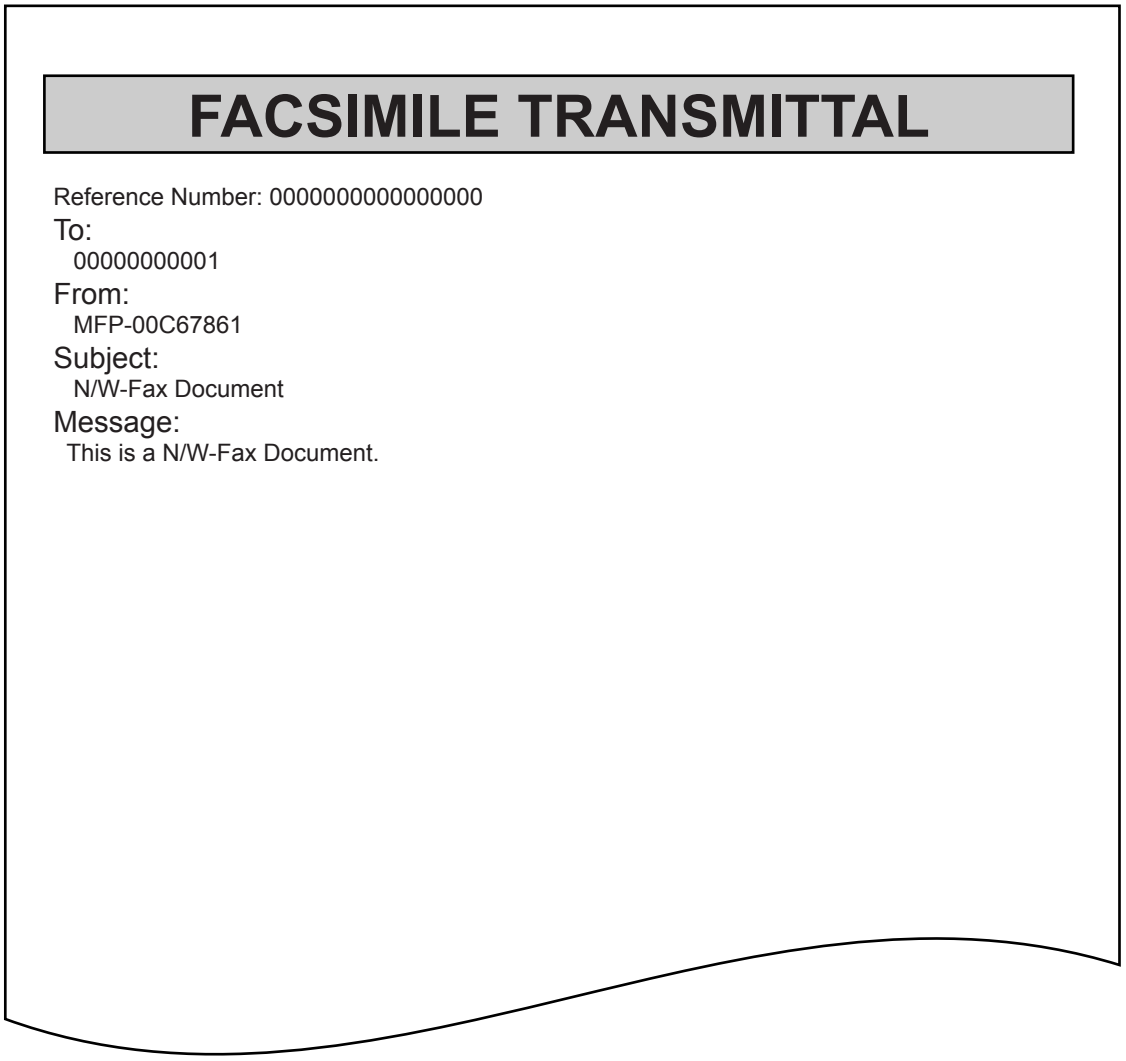
APPENDIX

This section shows the cover sheet samples.

- **Cover Sheet Samples 102**

Cover Sheet Samples

Standard Cover Page



Business Cover Page

FACSIMILE TRANSMITTAL SHEET

Reference Number: 0000000000000000

To:

00000000001

From:

MFP-00C67861

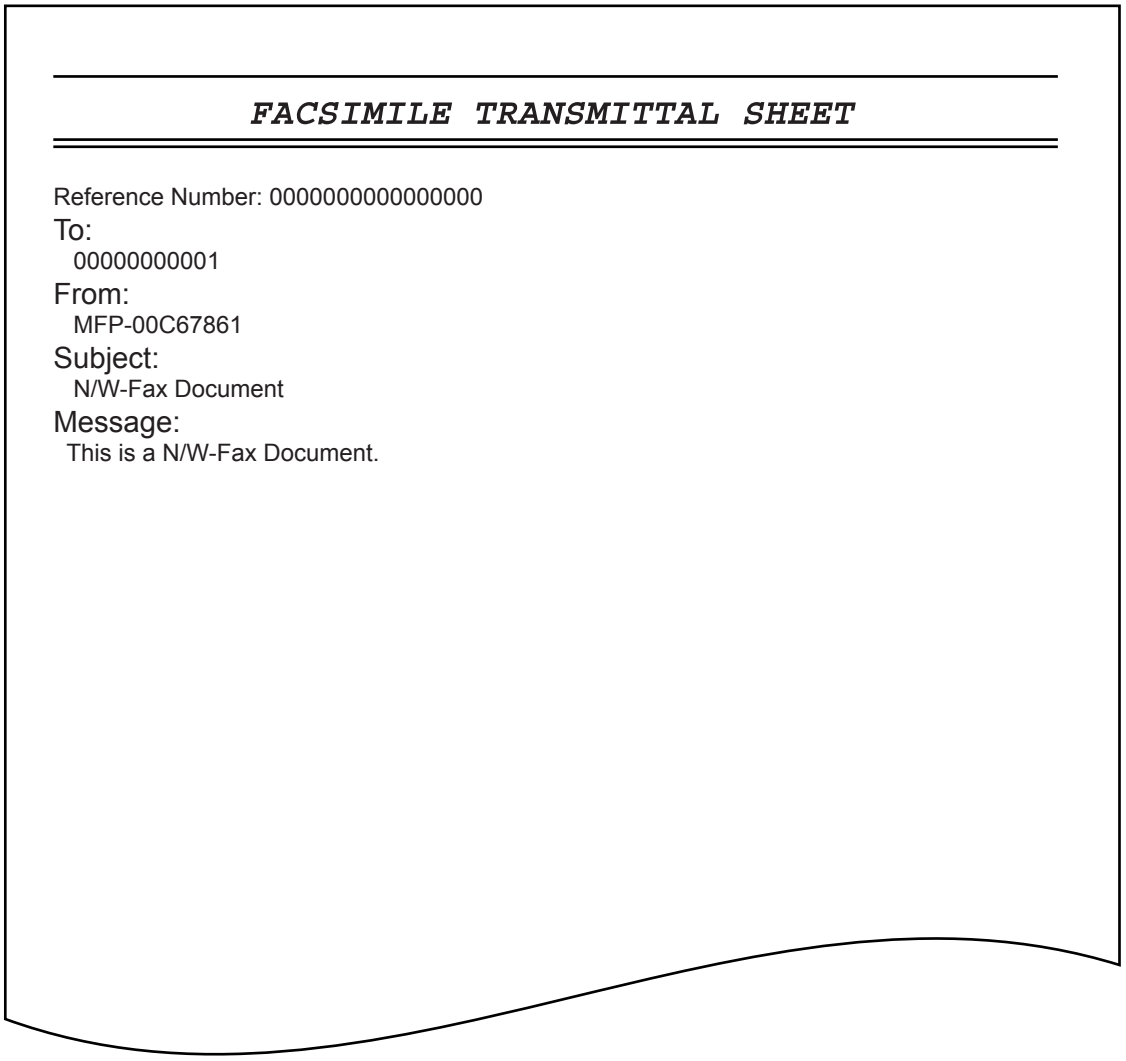
Subject:

N/W-Fax Document

Message:

This is a N/W-Fax Document.

Professional Cover Page



FACSIMILE TRANSMITTAL SHEET

Reference Number: 0000000000000000

To:

00000000001

From:

MFP-00C67861

Subject:

N/W-Fax Document

Message:

This is a N/W-Fax Document.

INDEX

INDEX

A

About TOSHIBA e-STUDIO Address Book 57
Account Name 68
Add - Contact 58
Add - Group 58
Address Book Viewer 10, 52
Advanced 62

B

Browse Pane 55
Business Cover Page 103

C

Change Device 47
Character code setting 68
Client2 CD-ROM 13
Company 78, 82
Condition of search string 71, 92
Contents and Index 57
Contents Pane 55
Context-Sensitive Menus 58
Converting 57
Copy 56, 58, 80
Cover Sheet 42, 45
Cover Sheet Properties 42

D

Data Source 69, 71, 89
Delayed Fax 36, 44
Delete 55, 58, 59, 85, 88
Department 78, 82
Dept. Code 36
Destinations dialog box 54
Detail Setting 71, 91
Details 56
Device Setting 57, 61, 64
Direct Dial dialog box 40
Directory Server Address or IP 68
Directory service 68
Discovery Settings 63
Display Name 78, 82
Download 55, 66

E

Edit menu 56
Editing Date 84
E-Mail 70, 90
E-mail Address 78, 82
Enable IPX/SPX Search 63
Enable TCP/IP Search 63
Error Correction Mode 83
Exit 56
Export 75
Export - CSV File 56
Export - vCard File 56

F

Fax 78, 82
Fax Number 41, 70, 90
Fax/Internet Fax 48
Faxing 32
Features and Functions 10
Field Select 71, 91
File Format 36, 44
File menu 55
Find 56, 69, 71, 89, 91
First Name 78, 82
Font Name 42, 45

G

Group ID 86
Group Name 86, 87

H

Help 57

I

Import 73
Import -CSV File 56
Import -vCard File 56
Installing
  Client2 CD-ROM 13
  TopAccess 22
Internet Account 67
Internet Fax Address 40
Internet Fax Mode 84
IPP printing 13

L

Large Icons 56
Last Name 78, 82
LDAP Address Book 67
LDAP Setting 57, 67
Line Monitor 83
Line Selection 83
List 56
Log on using Secure Password Authentication 68
LPR printing 13

M

Manual Selection 64
MAPI Address Book 66
Maximum number of matches to return 68
Menu Bar 54
Message 42, 45
Microsoft Outlook Address Book 66

N

N/W-Fax Driver 10
N/W-Fax Options 34
Name 70, 90
New 35, 40
New Contact 55, 77

INDEX

New Group 55, 86
Notes 78, 82
Novell printing 13

O

One Touch ID 78, 82
Orientation 36
Overseas Calls 83
Owner 84

P

Paper Size 36
Parallel printing 13
Password 68, 83, 84
Paste 56, 58, 59, 80
Person 70, 90
Personal 78
Prefix 78, 82
Print Transmission Report 83
Private Address Book 60
Professional Cover Page 104
Properties 55, 58, 59, 81, 87
Public Address Book 61
PWD 41

R

Receiver Capability 84
Recipient Information 42
Recipients Information 46
Reduction 83
Reference Number 43, 46
Remove 35, 41
Resolution 35

S

Save as File 36, 44
Search 70, 72, 90, 92
Search Base 68
Search local subnet 63
Search timeout 68
Second Fax 78, 82
Select - EMail 59
Select - Fax Number 59
Select All 56
Select From Address Book 35, 37
Selection 39, 53, 59
Selective Polling 83
Send Fax Later 44
Send Properties 35
Sender Identification 79, 83
Sender Information 42, 46
Sender Information Properties 43
Server Port Number 68
Setting Value 84
Short Protocol 83
Small Icons 56
SMB environment 13
Software Components 10
Sort By - Ascending 56
Sort By - Descending 56
Sort By - Email Address 56
Sort By - Fax Number 56
Sort By - Name 56
Specify a range 63
Specifying Recipients 36
Standard Cover Page 102
Start Discovery 62
Status Bar 55, 56
Stop Discovery 62
SUB 41
Sub Address 79, 83
Subject 42, 45
Suffix 78, 82
System Requirements 12

T

This Server requires a secure connection 68
This Server requires me to log on 68
To 35, 41
Toolbar 54, 56, 57
Tools menu 57
TopAccess 48
TopAccessDocMon 47
TopAccessDocMon Local Discovery 61
Transmission Type 83

U

Uninstalling 24
USB printing 13
Use Device Settings 83
Use Sub Address and sender information 79, 83

V

Version Information 43
View menu 56

INDEX

MULTIFUNCTIONAL DIGITAL SYSTEMS

Network Fax Guide

e-STUDIO520/600/720/850

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

©2005 TOSHIBA TEC CORPORATION All rights reserved

R05022078500-TTEC
2005-03